

NBS Period Maintenance

Student Guide

Table of Contents

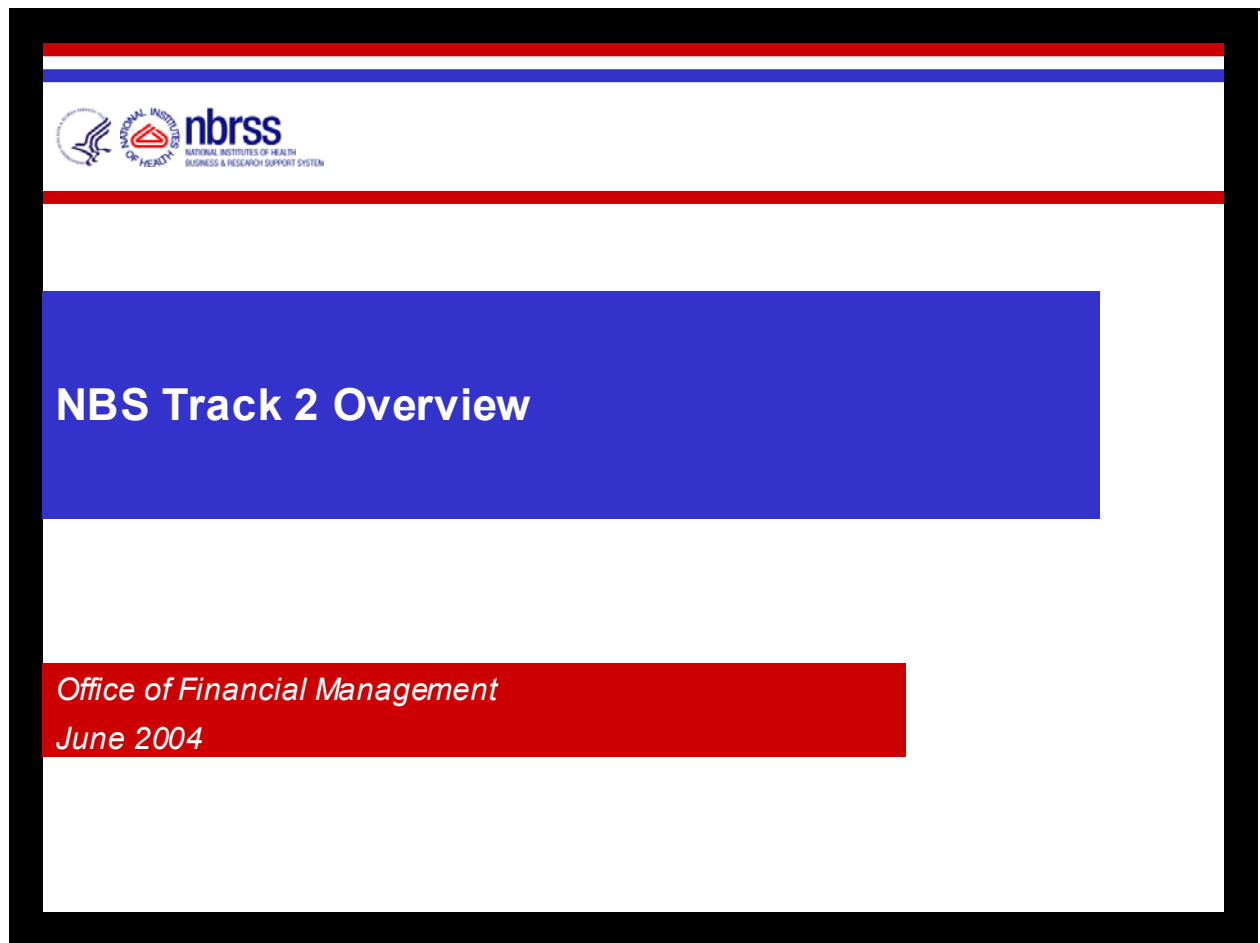
NBS Track 2 Overview.....	1-1
NBS Track 2 Overview	1-2
Lesson Objectives.....	1-3
Track 2 High Level Operating Environment	1-4
GL and Fed Admin Responsibilities.....	1-5
Accounts Payable Responsibilities	1-6
Accounts Receivable Responsibilities	1-7
Projects Responsibilities.....	1-8
Purchasing Responsibilities	1-9
Lesson Summary	1-10
NBS Period Maintenance	2-1
NBS Period Maintenance	2-2
Lesson Objectives.....	2-3
General Overview of Period Maintenance.....	2-4
Overview	2-5
NBS Periods	2-6
Opening Periods	2-7
Process to Open Periods	2-8
Opening General Ledger	2-9
Opening and Closing General Ledger Periods.....	2-10
Opening Projects.....	2-12
Opening and Closing Project Periods	2-13
Opening Accounts Receivable.....	2-15
Opening and Closing Accounts Receivable Periods.....	2-16
Opening Accounts Payable.....	2-18
Opening the Accounts Payable Period.....	2-19
Opening Purchasing.....	2-21
Opening and Closing Purchasing Periods.....	2-22
Notify the NMC.....	2-24
Practice Lab	2-25
Closing NBS Periods.....	2-26
Process to Close Periods.....	2-27
Closing Accounts Receivable	2-29
NMC Tasks for Closing Accounts Receivable	2-30
NIHAR Transfer to GL.....	2-31
Interfacing AR to GL.....	2-33
Running the Unposted Items Report.....	2-37
Closing Accounts Receivable	2-38
Opening and Closing Accounts Receivable Periods.....	2-39
Practice Lab	2-42
Closing Accounts Payable	2-43
NMC Accounts Payable Tasks	2-44
Running Reports.....	2-45
Submitting a Single Request.....	2-46
Invoices On-Hold Report.....	2-54
Unaccounted Transactions Report.....	2-58
Ensuring All Transactions Have Transferred to GL	2-62
Update Accounting Entries.....	2-63
Payables Transfer to GL	2-66
Submitting the Payables Transfer to GL.....	2-67
Sweeping Invoices to the Next Period.....	2-71
Closing the AP Period	2-72

Closing Accounts Payable	2-76
Practice Lab	2-79
Closing Purchasing	2-80
Opening and Closing Purchasing Periods	2-82
Practice Lab	2-84
Closing Projects	2-85
NMC Projects Tasks	2-86
Closing Projects	2-87
Opening and Closing Project Periods	2-88
Practice Lab	2-90
Closing General Ledger	2-91
Working with GL Periods	2-92
Overview of Import Process	2-93
Journal Posting	2-94
Working with Journals	2-95
Journal Basics: Batches	2-96
Journal Basics: Sources	2-97
Journal Basics: Categories	2-98
Journal Basics: Lines	2-99
Monitoring Journal Posting	2-100
Monthly Tasks	2-101
Run NIHFV Budget Execution Transfer to GL	2-102
Submitting the NIHFV Budget Execution Transfer to GL	2-103
Verify Journal Posting	2-108
Monitoring Journal Posting through Enter Journals	2-109
Locating Unposted Journals through Post Journals	2-111
Viewing Unposted Batches	2-112
Viewing a Specific Batch	2-113
Viewing Journals	2-114
Running the Posting Process	2-115
Posting Journals	2-116
Closing General Ledger	2-121
Opening and Closing General Ledger Periods	2-122
Verify DW Transfer	2-124
Notifying DW of Close	2-125
Practice Lab	2-126
Lesson Summary	2-127

NBS Track 2 Overview

Chapter 1

NBS Track 2 Overview



Lesson Objectives

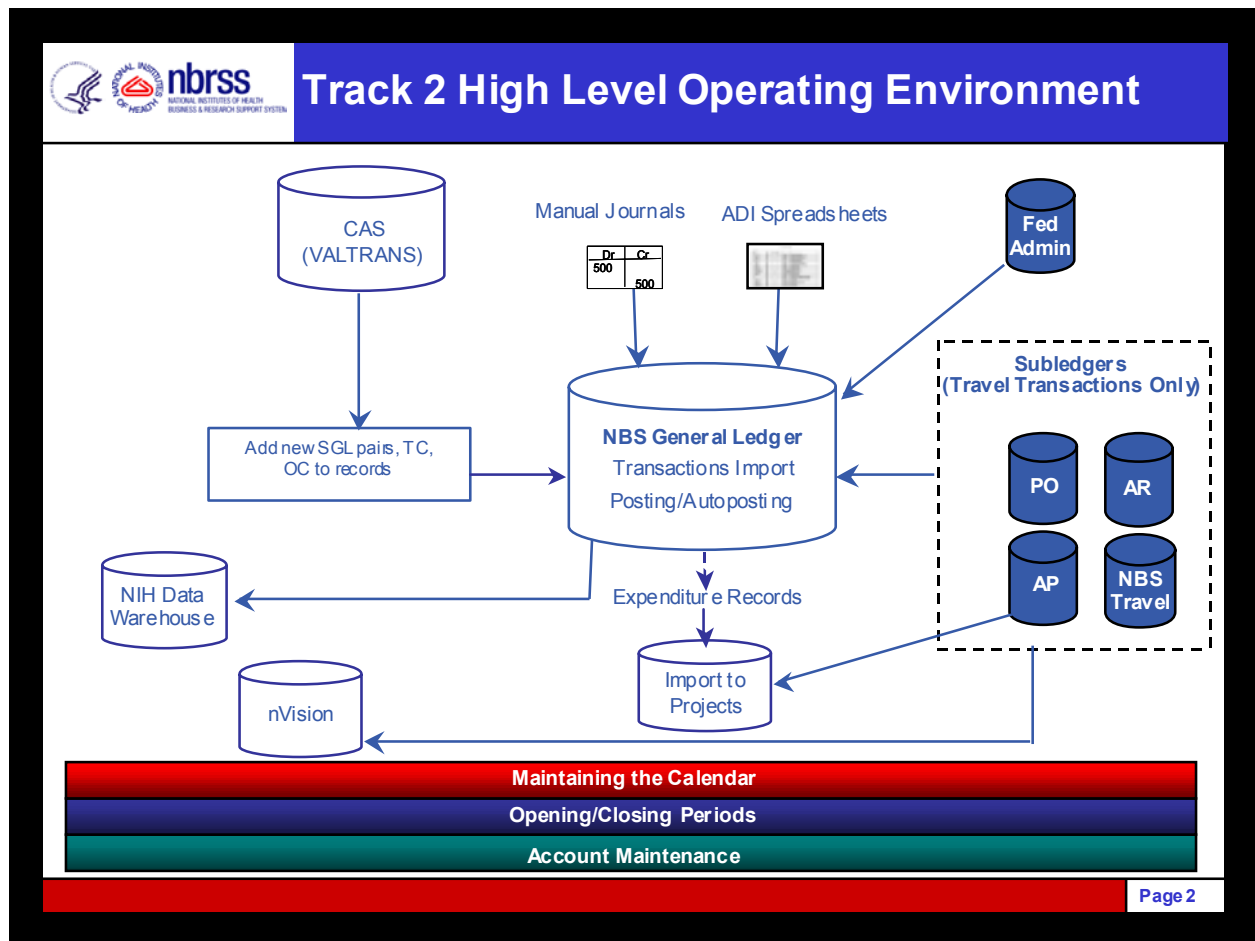


Lesson Objectives

After this lesson you should know:

- The NBS high level operating environment
- The tasks being performed in the various modules and responsible branches

Track 2 High Level Operating Environment



Modules being used for Track 2:

General Ledger
Federal Administrator
Accounts Payable
Accounts Receivable
Purchasing
Projects
NBS Travel System

GL and Fed Admin Responsibilities



GL and Fed Admin Responsibilities

➤ NBS GL/Fed Admin functionality with the deployment of Track 2


Track 2 GL Activities

- Importing Journals (VALTRAN and Subledgers) (NMC)
- Posting/Autoposting and Approving Journals (VALTRAN, Fed Admin and Subledgers) (OFM and NMC)
- Opening and Closing Periods (OFM)
- Maintaining the Calendar (NMC)
- Account Maintenance (NMC)
- Uploading low-level budgets (NMC)
- Entering Manual Journals (OFM and NMC)

Track 2 Fed Admin Activities

- Entering high-level budgets (OFM)
- Confirming Payment Batches (OFM)
- Running Federal Vertical Transfer to GL (NMC)

Accounts Payable Responsibilities

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM


Accounts Payable Responsibilities

In order to process travel-related payments and refunds , the following functions must be performed:

1. Traveler and Vendor information is maintained in the supplier table	}	Government Accounting Branch
2. Supplier bank information is maintained in the bank table		
3. Traveler's invoices are processed for payment and debit and credit memos are processed	→	Travel Office
4. Patient's payments are processed and refunds are recorded	→	Cashier Offices

Page 4

Accounts Receivable Responsibilities




Accounts Receivable Responsibilities

Track 2 Accounts Receivable Activities

1. Sponsor information is maintained in the customer table	}	Travel Office
2. Sponsor in-cash invoices are maintained and adjusted		
3. Sponsor accounts are monitored		
4. Receipts are entered	→	Cashiers Office
5. Receipts are applied and reclassified	→	GL Branch

Page 5

Projects Responsibilities



Projects Responsibilities

Track 2 Projects Activities

1. Maintaining Projects —————> OFM Government Accounting

2. Importing information to Projects —————> NMC

Page 6

Purchasing Responsibilities

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Purchasing Responsibilities

Track 2 Purchasing Activities

1. Generating purchase orders for travel activities

→

NMC

Page 7

Lesson Summary



Lesson Summary

In this lesson you learned:

- The NBS high level operating environment
- The tasks being performed in the various modules and responsible branches

NBS Period Maintenance

Chapter 2

NBS Period Maintenance



NBS Period Maintenance

Office of Financial Management
June 2004

Lesson Objectives



Lesson Objectives

After this lesson you should know:

- The process of opening and closing of periods
- How to open periods
- How close periods

After this lesson you should know:

→ **The process of opening and closing of periods**

- How to open periods
- How close periods

Overview



Overview

- Formal opening and closing of periods is a new process for the NIH.
- The new monthly opening and closing requirements will require OFM staff to implement new monthly procedures, such as:
 - Opening and Closing each module period every month
 - General Ledger (GL)
 - Oracle Projects (PA)
 - Accounts Payable (AP)
 - Accounts Receivable (AR)
 - Purchasing (PO)
 - Ensuring that no transactions remain in the interfaces prior to closing
 - Posting all unposted journals prior to closing
 - Running reports and reconciling between the NBS Modules and Data Warehouse and nVision
- As additional tracks are deployed, the process for opening and closing periods will be adjusted to incorporate the new transactions and modules.

NBS Periods



NBS Periods

The fiscal year has been set up with 14 periods:

- 12 monthly periods – one for each month
- 2 adjustment periods – one at the beginning and one at the end of the fiscal year

This student guide will cover the process of opening and closing the monthly periods only. Additional documentation will be provided regarding the year-end close process as it incorporates additional tasks and responsibilities that are unique to the year end process.

Opening Periods



Opening Periods


After this lesson you should know:

- The process of opening and closing of periods

➔ How to open periods


- How close periods

Process to Open Periods

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Process to Open Periods

- OFM is responsible for opening periods in the NBS
- We recommend that one period be open at a time, with the exception of during month-end and year-end close.
- Periods must be open prior to the first day of that period.
 - If not, transactions being created through interfaces will end in an error status.

OFM Opens NBS Periods 

- 1. Open General Ledger**
- 2. Open Projects**
- 3. Open Accounts Receivable**
- 4. Open Accounts Payable**
- 5. Open Purchasing**
- 6. Notify NMC**

Page 6

Opening General Ledger



Opening General Ledger

- To open the General Ledger period, confirm that latest open period and select the **Open Next Period** button.

1. Open General Ledger

Open and Close Periods (NIH)

Accounting Period		Encumbrance Year	
Latest Open	APR_04_FY-04	Latest Open	2004
<input type="button" value="Open Next Period"/>		<input type="button" value="Open Next Year"/>	

Status	Period	Number	Fiscal Year	From Date	To Date
Future - Entry	NOV_04_FY-05	3	2005	01-NOV-2004	30-NOV-2004
Future - Entry	OCT_04_FY-05	2	2005	01-OCT-2004	31-OCT-2004
Future - Entry	OCT01_04_FY-05	1	2005	01-OCT-2004	01-OCT-2004
Future - Entry	SEP30_04_FY-04	14	2004	30-SEP-2004	30-SEP-2004
Future - Entry	SEP_04_FY-04	13	2004	01-SEP-2004	30-SEP-2004
Future - Entry	AUG_04_FY-04	12	2004	01-AUG-2004	31-AUG-2004
Future - Entry	JUL_04_FY-04	11	2004	01-JUL-2004	31-JUL-2004
Future - Entry	JUN_04_FY-04	10	2004	01-JUN-2004	30-JUN-2004
Future - Entry	MAY_04_FY-04	9	2004	01-MAY-2004	31-MAY-2004

Page 7

In the GL, future periods have the status of “Future – Entry” which indicates that journals may be created in those periods, but cannot be posted.

Opening and Closing General Ledger Periods

NIHMM Period Maintenance

N > GL Close Process > Open/Close

Open and Close Periods

Status	Period	Number	Fiscal Year	From Date	To Date
Future - Entry	NOV_04_FY-05	3	2005	01-NOV-2004	30-NOV-2004
Future - Entry	OCT_04_FY-05	2	2005	01-OCT-2004	31-OCT-2004
Future - Entry	OCT01_04_FY-05	1	2005	01-OCT-2004	01-OCT-2004
Future - Entry	SEP30_04_FY-04	14	2004	30-SEP-2004	30-SEP-2004
Future - Entry	SEP_04_FY-04	13	2004	01-SEP-2004	30-SEP-2004
Future - Entry	AUG_04_FY-04	12	2004	01-AUG-2004	31-AUG-2004
Future - Entry	JUL_04_FY-04	11	2004	01-JUL-2004	31-JUL-2004
Future - Entry	JUN_04_FY-04	10	2004	01-JUN-2004	30-JUN-2004
Future - Entry	MAY_04_FY-04	9	2004	01-MAY-2004	31-MAY-2004

1. Review the period changes to be made.

If you would like to open the next period, goto task #2. Otherwise, goto task #3.

2. Select the **Open Next Period** button.

Goto task #5.

3. Place your cursor in the **Status** field of the period you would like to adjust.

4. Select the **LOV** button and select the appropriate status for that period.

Note: The following describes the various period statuses.

Status	Description
Open	Journal entry and posting are allowed.
Future	This period is not yet open, but you can enter transactions in this period. However, you cannot post in this period until you open it.
Closed	Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened.
Permanently Close	Similar to Closed, does not allow you to reopen. Important: Do not use this status.

5. Save your work.

End of activity.

Opening Projects



Opening Projects

- Locate the period you want to open
- Update the **Status** to **Open**

2. Open Projects

Maintain PA Period Statuses (NIH-OU)

Status	PA Period	Effective Dates		Reporting Period
		From	To	
Never Opened	DEC_04_FY-05	01-DEC-2004	31-DEC-2004	<input type="checkbox"/>
Never Opened	NOV_04_FY-05	01-NOV-2004	30-NOV-2004	<input type="checkbox"/>
Never Opened	OCT_04_FY-05	01-OCT-2004	31-OCT-2004	<input type="checkbox"/>
Never Opened	SEP_04_FY-04	01-SEP-2004	30-SEP-2004	<input type="checkbox"/>
Never Opened	AUG_04_FY-04	01-AUG-2004	31-AUG-2004	<input type="checkbox"/>
Never Opened	JUL_04_FY-04	01-JUL-2004	31-JUL-2004	<input type="checkbox"/>
Never Opened	JUN_04_FY-04	01-JUN-2004	30-JUN-2004	<input type="checkbox"/>
Never Opened	MAY_04_FY-04	01-MAY-2004	31-MAY-2004	<input type="checkbox"/>
Never Opened	APR_04_FY-04	01-APR-2004	30-APR-2004	<input type="checkbox"/>
Open	MAR_04_FY-04	01-MAR-2004	31-MAR-2004	<input type="checkbox"/>

Copy from GL Set Reporting Period

Opening and Closing Project Periods

NIHMM Period Maintenance

N > PA Close Process > PA Periods

Maintain PA Period Statuses

Maintain PA Period Statuses (NIH-OU)

Effective Dates

Status	PA Period	From	To	Reporting Period
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Copy from GL Set Reporting Period

1. Press the **Ctrl + F11** keys to view all periods.
2. Use the vertical scroll bar to locate the period that you want to update.
3. Place your cursor in the **Status** field of the period you would like to adjust.
4. Select the **LOV** button and select the appropriate status for that period.

Note: The following describes the various period statuses.

Status	Description
Open	Transactions are allowed.
Future	This period is not yet open, but you can enter transactions in this period. However, you cannot interface transactions into Projects until the period is Open.
Closed	Transactions are not allowed unless the accounting period is reopened.

Permanently Closed	Similar to Closed, does not allow you to reopen. Important: Do not use this status.
Pending Close	Similar to Closed, but does not validate for required items. Transactions are not allowed unless the accounting period is reopened.

5. Save your work.

If you have closed a period, goto task #6. Otherwise, end of activity.

6. Select the **Set Reporting Period** button.

Result: The **Set Reporting Period** window is displayed



7. Confirm that the **Next** field contains the correct period.
8. Select the **OK** button.

Result: A decision is displayed.



9. Select the **OK** button if you want to set a new reporting period.

Result: The reporting period is updated.

End of activity.

Opening Accounts Receivable



Opening Accounts Receivable

➤ To open AR, select the **Open Next Period** button

3. Open Accounts Receivable

Open/Close Accounting Periods (NIH)

Latest Open Period: **MAR_04_FY-04** Open Next Period

Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date	
Not Opened	12	2004	AUG_04_FY-04	01-AUG-2004	31-AUG-2004	
Not Opened	11	2004	JUL_04_FY-04	01-JUL-2004	31-JUL-2004	
Not Opened	10	2004	JUN_04_FY-04	01-JUN-2004	30-JUN-2004	
Not Opened	9	2004	MAY_04_FY-04	01-MAY-2004	31-MAY-2004	
Not Opened	8	2004	APR_04_FY-04	01-APR-2004	30-APR-2004	
Open	7	2004	MAR_04_FY-04	01-MAR-2004	31-MAR-2004	
Closed	6	2004	FEB_04_FY-04	01-FEB-2004	29-FEB-2004	

Opening and Closing Accounts Receivable Periods

Purpose

The purpose of this document is to describe how to modify the period status in Accounts Receivable.

Before you begin

Before you begin, review the statuses to ensure that all preconditions for the status has been met. For example, before you change the period status to "Closed", all unposted transactions must be resolved. You cannot close the period before that time. Refer to the table listed under Step 4 for period statuses and restrictions.

NIHMM Period Maintenance

N > AR Close Process > Open/Close Accounting Periods

Open/Close Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date
Open	13	2003	SEP_03_FY-03	01-SEP-2003	30-SEP-2003
Not Opened	12	2003	AUG_03_FY-03	01-AUG-2003	31-AUG-2003
Not Opened	11	2003	JUL_03_FY-03	01-JUL-2003	31-JUL-2003
Not Opened	10	2003	JUN_03_FY-03	01-JUN-2003	30-JUN-2003
Not Opened	9	2003	MAY_03_FY-03	01-MAY-2003	31-MAY-2003
Not Opened	8	2003	APR_03_FY-03	01-APR-2003	30-APR-2003
Not Opened	7	2003	MAR_03_FY-03	01-MAR-2003	31-MAR-2003

1. Review the period changes to be made.

If you would like to open the next period, goto task #2. Otherwise, goto task #3.

2. Select the **Open Next Period** button.

Goto task #5.

3. Place your cursor in the **Status** field of the period you would like to adjust.
4. Select the **LOV** button and select the appropriate status for that period.

Note: The following describes the various period statuses in AR.

Status	Description
Open	Journal entry and posting are allowed.
Future	This period is not yet open, but you can enter transactions in this period. However, you cannot post in this period until you open it.
Closed	Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened. Receivables verifies that there are no unposted items in this period. Receivables does not let you close a period that contains unposted items.
Close Pending	Similar to Closed, but does not validate for Unposted items. Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened.

5. Save your work.

End of activity.

Opening Accounts Payable



Opening Accounts Payable

- Locate the period you want to open
- Update the **Period Status** field to **Open**

4. Open Accounts Payable

Control Payables Periods (NIH-OU)

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Never Opened	6	2005	FEB_05_FY.05	01-FEB-2005	28-FEB-2005
Never Opened	5	2005	JAN_05_FY.05	01-JAN-2005	31-JAN-2005
Never Opened	4	2005	DEC_04_FY.05	01-DEC-2004	31-DEC-2004
Never Opened	3	2005	NOV_04_FY.05	01-NOV-2004	30-NOV-2004
Never Opened	2	2005	OCT_04_FY.05	01-OCT-2004	31-OCT-2004
Never Opened	13	2004	SEP_04_FY.04	01-SEP-2004	30-SEP-2004
Never Opened	12	2004	AUG_04_FY.04	01-AUG-2004	31-AUG-2004
Never Opened	11	2004	JUL_04_FY.04	01-JUL-2004	31-JUL-2004
Open	10	2004	JUN_04_FY.04	01-JUN-2004	30-JUN-2004

Sweep

Opening the Accounts Payable Period

NIHMM Period Maintenance

N > AP Close Process > Close Payables

Control Payables Periods

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Never Opened	13	2006	SEP_06_FY-06	01-SEP-2006	30-SEP-2006
Never Opened	12	2006	AUG_06_FY-06	01-AUG-2006	31-AUG-2006
Never Opened	11	2006	JUL_06_FY-06	01-JUL-2006	31-JUL-2006
Never Opened	10	2006	JUN_06_FY-06	01-JUN-2006	30-JUN-2006
Never Opened	9	2006	MAY_06_FY-06	01-MAY-2006	31-MAY-2006
Never Opened	8	2006	APR_06_FY-06	01-APR-2006	30-APR-2006
Never Opened	7	2006	MAR_06_FY-06	01-MAR-2006	31-MAR-2006
Never Opened	6	2006	FEB_06_FY-06	01-FEB-2006	28-FEB-2006
Never Opened	5	2006	JAN_06_FY-06	01-JAN-2006	31-JAN-2006

Sweep

1. Use the vertical scroll bar to locate the period that you want to open or close.
2. Place your cursor in the **Period Status** field of the period you want to open.

Control Payables Periods (NIH-OU)

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date	
Never Opened	6	2005	FEB_05_FY-05	01-FEB-2005	28-FEB-2005	
Never Opened	5	2005	JAN_05_FY-05	01-JAN-2005	31-JAN-2005	
Never Opened	4	2005	DEC_04_FY-05	01-DEC-2004	31-DEC-2004	
Never Opened	3	2005	NOV_04_FY-05	01-NOV-2004	30-NOV-2004	
Never Opened	2	2005	OCT_04_FY-05	01-OCT-2004	31-OCT-2004	
Never Opened	13	2004	SEP_04_FY-04	01-SEP-2004	30-SEP-2004	
Never Opened	12	2004	AUG_04_FY-04	01-AUG-2004	31-AUG-2004	
Never Opened	...	11	2004	JUL_04_FY-04	01-JUL-2004	31-JUL-2004
Open	10	2004	JUN_04_FY-04	01-JUN-2004	30-JUN-2004	

Sweep

3. Use the **LOV** to select **Open** and the **OK** button.
4. Save the record

End of activity.

Opening Purchasing



Opening Purchasing

- Locate the period you want to open
- Update the **Status** field to **Open**

5. Open Purchasing

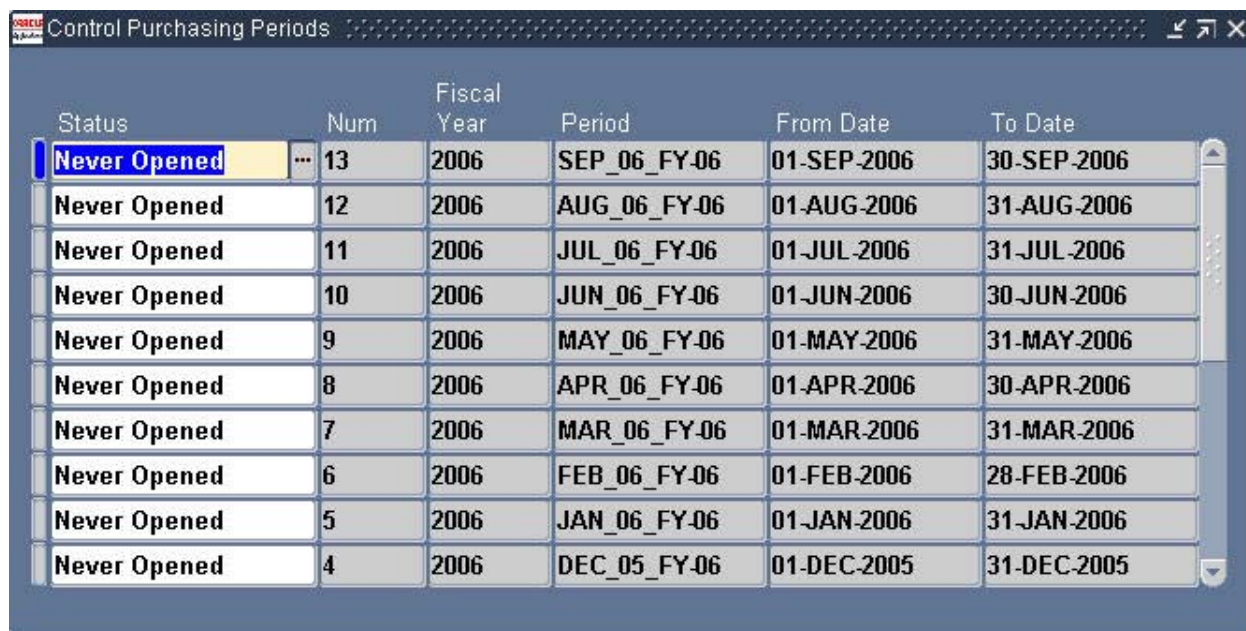
Status	Num	Fiscal Year	Period	From Date	To Date
Never Opened	5	2005	JAN_05_FY-05	01-JAN-2005	31-JAN-2005
Never Opened	4	2005	DEC_04_FY-05	01-DEC-2004	31-DEC-2004
Never Opened	3	2005	NOV_04_FY-05	01-NOV-2004	30-NOV-2004
Never Opened	2	2005	OCT_04_FY-05	01-OCT-2004	31-OCT-2004
Never Opened	13	2004	SEP_04_FY-04	01-SEP-2004	30-SEP-2004
Never Opened	12	2004	AUG_04_FY-04	01-AUG-2004	31-AUG-2004
Never Opened	11	2004	JUL_04_FY-04	01-JUL-2004	31-JUL-2004
Never Opened	10	2004	JUN_04_FY-04	01-JUN-2004	30-JUN-2004
Never Opened	9	2004	MAY_04_FY-04	01-MAY-2004	31-MAY-2004
Open	8	2004	APR_04_FY-04	01-APR-2004	30-APR-2004

Opening and Closing Purchasing Periods

NIHMM Period Maintenance

N > PO Close Process > Control Purchasing Periods

Control Purchasing Periods



Status	Num	Fiscal Year	Period	From Date	To Date
Never Opened	13	2006	SEP_06_FY-06	01-SEP-2006	30-SEP-2006
Never Opened	12	2006	AUG_06_FY-06	01-AUG-2006	31-AUG-2006
Never Opened	11	2006	JUL_06_FY-06	01-JUL-2006	31-JUL-2006
Never Opened	10	2006	JUN_06_FY-06	01-JUN-2006	30-JUN-2006
Never Opened	9	2006	MAY_06_FY-06	01-MAY-2006	31-MAY-2006
Never Opened	8	2006	APR_06_FY-06	01-APR-2006	30-APR-2006
Never Opened	7	2006	MAR_06_FY-06	01-MAR-2006	31-MAR-2006
Never Opened	6	2006	FEB_06_FY-06	01-FEB-2006	28-FEB-2006
Never Opened	5	2006	JAN_06_FY-06	01-JAN-2006	31-JAN-2006
Never Opened	4	2006	DEC_05_FY-06	01-DEC-2005	31-DEC-2005

2. Use the vertical scroll bar to locate the period that you want to update.
3. Place your cursor in the **Status** field of the period you would like to adjust.
4. Select the **LOV** button and select the appropriate status for that period.




Note: The following describes the various period statuses.

Status	Description
Open	Transactions are allowed.
Future	This period is not yet open, but you can enter transactions in this period. However, you cannot post in this period until you open it.
Closed	Transactions are not allowed unless the accounting period is reopened.
Permanently Close	Similar to Closed, does not allow you to reopen. Important: Do not use this status.

5. Save your work.

End of activity.

Notify the NMC






nbrss
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Notify the NMC

➤ When you have completed the process, notify the NMC so that they are aware.


6. Notify NMC

Page 12



Practice Lab

Lab Time



Page 13



Closing NBS Periods

After this lesson you should know:

- The process of opening and closing of periods
- How to open periods

→ How close periods



Process to Close Periods



Process to Close Periods


- Periods should be closed:
 - to validate data (allows for consistency of monthly validation for all sub ledgers and the General Ledger)
 - to provide effective audit control (allows for audit process of monthly activities)
 - to facilitate reporting (allows data to remain unchanged for generation of required reports)
- OFM will be responsible for coordinating and performing the closing process in conjunction with NMC.
- The periods should be closed on the first business day following the end of the period.

Process to Close Periods

**Process to Close Periods**

The closing process entails:


- Ensuring all transactions in the period have been processed successfully
- Ensuring transactions that remain in the interfaces are corrected or moved to the next period
- Closing the subledgers
- Closing the General Ledger
- Ensuring data is transferred to the NIH Data Warehouse

OFM Closes NBS Periods

1. Close Accounts Receivable
2. Close Accounts Payable
3. Close Purchasing
4. Close Projects
5. Close General Ledger
6. Verify DW Transfer
7. Notify DW of Close

Page 16

Closing Accounts Receivable

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Closing Accounts Receivable

Before closing Accounts Receivable,

- all invoices created for travel should be transferred to AR, and
- all items in AR should be posted to the General Ledger*.

1. Close Accounts Receivable

The tasks listed below are required to close AR:

Run AutoInvoice Master Program*	As needed
Review AutoInvoice Results	As needed
Correct Auto Invoice Errors	As needed
Run NIHAR Transfer to GL*	Monthly
Review NIHAR Transfer to GL Log	Monthly
Run Unposted Items Report	Monthly
Close AR	Monthly

Page 17

The heavily shaded tasks belong to the NBS Management Center. The other tasks are OFM's responsibility.

Posted in AR indicates that the information is transferred to the General Ledger. The journals may still require posting in GL.

The NIHAR Transfer to GL is run and monitored nightly by the NMC. OFM will be responsible for running and monitoring the program at month end only.

NMC Tasks for Closing Accounts Receivable




NMC Tasks for Closing Accounts Receivable

- The NMC will continue to be responsible for ensuring that errors encountered in the interface between the NBS Travel System and Oracle Accounts Receivable are resolved or transferred to the next month.
- The NMC will contact OFM to confirm that Auto Invoice Errors are resolved.

1. Close Accounts Receivable


NIHAR Transfer to GL

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

NIHAR Transfer to GL

Before the Accounts Receivable period can be closed, all activity must be posted properly to the General Ledger.

General Ledger




Accounts Receivable

- Transactions
- Receipts

1. Close Accounts Receivable

Page 19

NIHAR Transfer to GL

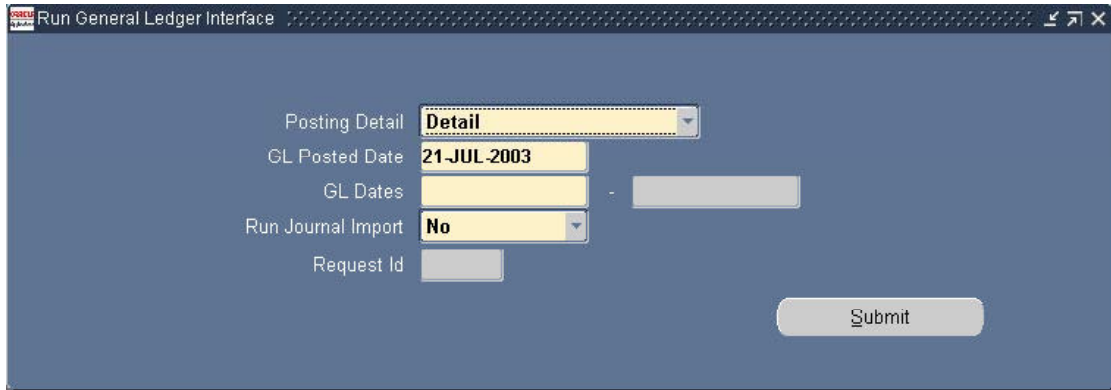
**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

NIHAR Transfer to GL

At the end of the month, run the NIHAR General Ledger Interface to ensure that all AR transactions are transferred to GL.

1. Close Accounts Receivable

- Posting Detail = **Detail**
- GL Posted Date = **Last date in period**
- GL Dates = **Period to be closed**
- Run Journal Import = **Yes**



Page 20

Posting must be done in DETAIL. If not, then reporting capability from the GL will be impacted.

The NIHAR Transfer to GL is run on a daily basis and monitored by the NMC.

Interfacing AR to GL

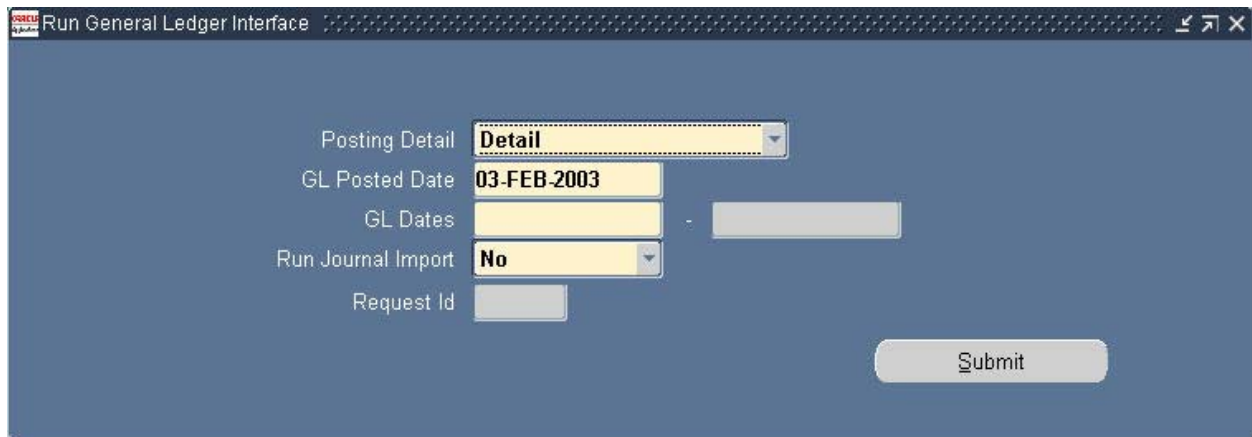
Purpose

The purpose of this document is to describe how to transfer Accounts Receivable activity to the General Ledger.

NIHMM Period Maintenance

N > AR Close Process > NIHAR: General Ledger

Run General Ledger Interface



1. Enter the GL posting date in the **GL Posted Date** field.
2. Enter the date range of the activity to be posted to the GL in the **GL Date** fields.
3. In the **Run Journal Import** field, select **Yes** from the drop down menu.
4. Click the **Submit** button.

Result: A window will appear indicating that debit memos are being created.



5. Select the **OK** button.

Result: Your status bar will indicate that one record has been applied and saved.

6. Close the **Run General Ledger Interface** window.

7. From the menu bar, select **View > Requests**.

Result: The **Find Requests** window is displayed.

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☐ All My Requests

☒ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☒ Include Request Set Stages in Query

Order By **Request ID**

Submit a New Request... Clear Find

8. Click on **Find**.

Result: The **Requests** window is displayed.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
119086	Autoinvoice Master Progi		Pending	Standby	1, 1021, NIH Interfund DM, 21-JUN-4
119085	NIHAR: Create Debit Men		Running	Normal	01-JAN-04, 31-JAN-04,
119084	Reset Transaction Codes		Completed	Normal	X
119083	NIHAR: Submit Jobs to ba		Running	Normal	1000, D, N, 1022, , 01-JAN-04, 31-JA
118905	Flexfield View Generato		Completed	Normal	3, 200, AP_CHECKS
118159	Invoice Validation		Completed	Normal	All, 10360, , , , , , 1, N
118118	Invoice Validation		Completed	Normal	All, 10348, , , , , , 1, N
118026	Autoinvoice Import Progi	118025	Completed	Normal	MAIN, T, 1020, TRAVEL, 2004/01/21
118025	Autoinvoice Master Progi		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:
118020	Autoinvoice Master Progi		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

9. Select the **Refresh Data** button until the process completes successfully.

Note: Multiple requests will be submitted as part of this program. The final program is Journal Import.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
119092	Journal Import		Completed	Normal	41, 1, N, , , N, N
119091	NIHAR: Update GL Categ		Completed	Normal	
119090	Update Posting Control		Completed	Normal	1000, N
119089	Revenue Recognition	119088	Completed	Normal	1730, 101, D, Y, Y, N, 103
119088	General Ledger Transfer		Completed	Normal	2004/01/01 00:00:00, 2004/01/31 00:00:00
119087	Autoinvoice Import Progn	119086	Completed	Normal	MAIN, T, 1021, NIH Interfund DM, 2
119086	Autoinvoice Master Progn		Completed	Normal	1, 1021, NIH Interfund DM, 21-JUN-04
119085	NIHAR: Create Debit Mem		Completed	Normal	01-JAN-04, 31-JAN-04,
119084	Reset Transaction Codes		Completed	Normal	X
119083	NIHAR: Submit Jobs to b		Completed	Normal	1000, D, N, 1022, , 01-JAN-04, 31-JAN-04

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...


- Place your cursor in the **Journal Import** line and select the **View Output** button to review the import report.

Result: The **Journal Import Execution Report** is displayed.

- Review the report for errors and unbalanced transactions.

End of activity.

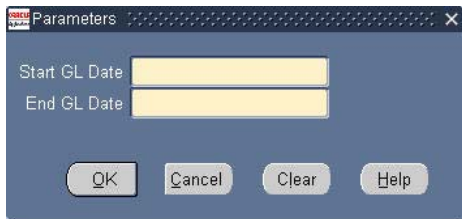
Running the Unposted Items Report

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Running the Unposted Items Report

1. Close Accounts Receivable

- The Unposted Items Report displays any AR Transaction or Receipt that has not been correctly posted to the General Ledger
- The report can be run for a specific GL date range



- The navigation path is N > Submit Request > Run

Page 21

In order to close Accounts Receivable periods, all AR items (transactions and receipts) must be posted to the General Ledger.

If items appear on this report, re-run the NIHAR Transfer to GL.

Closing Accounts Receivable



Closing Accounts Receivable

1. Close Accounts Receivable

- After confirming that all AR activity has been transferred to General Ledger, close Accounts Receivable.
- Locate the period you wish to close
- Change the status to **“Closed”**

Status	Number	Fiscal Year	Name	Start Date	End Date	[]
Not Opened	12	2004	AUG_04_FY-04	01-AUG-2004	31-AUG-2004	
Not Opened	11	2004	JUL_04_FY-04	01-JUL-2004	31-JUL-2004	
Not Opened	10	2004	JUN_04_FY-04	01-JUN-2004	30-JUN-2004	
Not Opened	9	2004	MAY_04_FY-04	01-MAY-2004	31-MAY-2004	
Not Opened	8	2004	APR_04_FY-04	01-APR-2004	30-APR-2004	
Open	7	2004	MAR_04_FY-04	01-MAR-2004	31-MAR-2004	
Closed	6	2004	FEB_04_FY-04	01-FEB-2004	29-FEB-2004	

Opening and Closing Accounts Receivable Periods

Purpose

The purpose of this document is to describe how to modify the period status in Accounts Receivable.

Before you begin

Before you begin, review the statuses to ensure that all preconditions for the status has been met. For example, before you change the period status to "Closed", all unposted transactions must be resolved. You cannot close the period before that time. Refer to the table listed under Step 4 for period statuses and restrictions.

NIHMM Period Maintenance

N > AR Close Process > Open/Close Accounting Periods

Open/Close Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date
Open	13	2003	SEP_03_FY-03	01-SEP-2003	30-SEP-2003
Not Opened	12	2003	AUG_03_FY-03	01-AUG-2003	31-AUG-2003
Not Opened	11	2003	JUL_03_FY-03	01-JUL-2003	31-JUL-2003
Not Opened	10	2003	JUN_03_FY-03	01-JUN-2003	30-JUN-2003
Not Opened	9	2003	MAY_03_FY-03	01-MAY-2003	31-MAY-2003
Not Opened	8	2003	APR_03_FY-03	01-APR-2003	30-APR-2003
Not Opened	7	2003	MAR_03_FY-03	01-MAR-2003	31-MAR-2003

1. Review the period changes to be made.

If you would like to open the next period, goto task #2. Otherwise, goto task #3.

2. Select the **Open Next Period** button.

Goto task #5.


3. Place your cursor in the **Status** field of the period you would like to adjust.
4. Select the **LOV** button and select the appropriate status for that period.

Note: The following describes the various period statuses in AR.

Status	Description
Open	Journal entry and posting are allowed.
Future	This period is not yet open, but you can enter transactions in this period. However, you cannot post in this period until you open it.
Closed	Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened. Receivables verifies that there are no unposted items in this period. Receivables does not let you close a period that contains unposted items.
Close Pending	Similar to Closed, but does not validate for Unposted items. Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened.

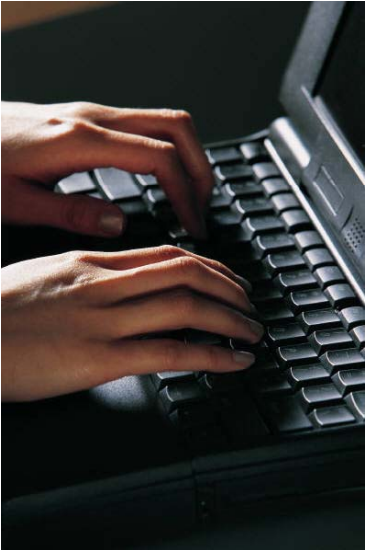
5. Save your work.

End of activity.

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM


Practice Lab

Lab Time



Page 23

Closing Accounts Payable

**Closing Accounts Payable**

Before closing Accounts Payable,

- all imported invoices should be validated
- System generated holds should be resolved
- All invoices and payments should be accounted or carried over to the next period
- All payment batches must be cancelled or confirmed
- All transactions must be transferred to GL
- All orphan journal entries must be cleared.

The tasks listed below are required to close AP:

Correct Orphan Journals	As needed
Run Invoices on Hold Report	Daily
Run Unaccounted Transactions Report	Daily
Validate any unvalidated invoices	Daily
Create Accounting for invoices	Daily
Create Accounting for payments*	Daily
Resolve system holds	Daily
Run Sweep Un-posted invoice Report	Monthly
Run Payables Transfer to GL*	Monthly
Close AP	Monthly

2. Close Accounts Payable

Page 24

The heavily shaded tasks belong to the NBS Management Center. The other tasks are OFM's responsibility.

Note: NBS suggests that all travel orders in the NBS Travel System for the month be approved and imported into the AP Invoice Workbench for processing.

NMC Accounts Payable Tasks



NMC Accounts Payable Tasks

- The NMC is responsible for ensuring:
 - All orphan journals are corrected
 - Accounting has been created for all payments
- NMC will send OFM a confirmation that these tasks have been completed on the day of the closing.

2. Close Accounts Payable

Running Reports



Running Reports

- All Accounts Payable Reports are run in the same manner.
- The navigation path to run reports in Accounts Payable is

N > Submit Request > Run

2. Close Accounts Payable

Submit Request

Run this Request...

Name Copy...

Parameters

Language Languages...

At these Times...

Run the Job Schedule...

Upon Completion...

☒ Save all Output Files

Notify

Print to Options...

Help (H) Submit Cancel

Submitting a Single Request

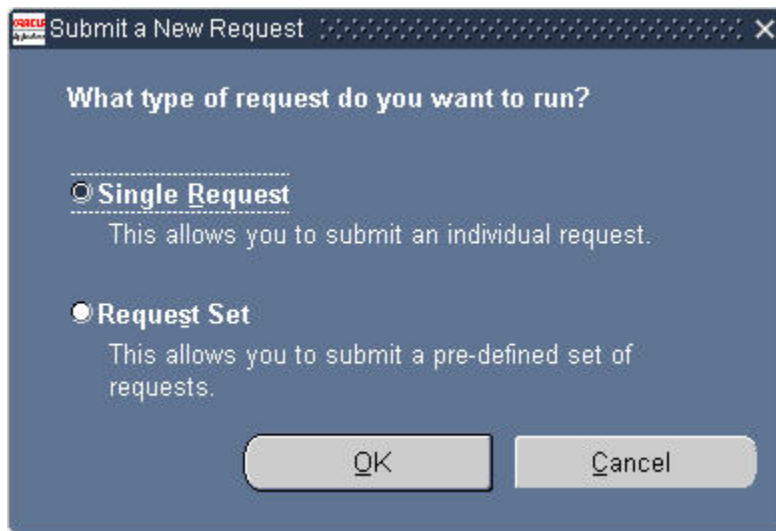
Purpose

The purpose of this document is to describe how to submit a single request in the NBS Financial Modules. The steps will be the same regardless of the report or program that is being submitted. However, the request name and parameters will vary depending upon the module. In addition, the navigation path may be different. The student guide will describe the exact navigation path for each responsibility.

NBS Financial Modules

N > Requests > Run

Submit a New Request



1. Select the **OK** button.

Result: The **Submit Request** window is displayed.

Submit Request

Run this Request...

Name

Parameters

Language **American English**

At these Times...

Run the Job **As Soon as Possible**

Upon Completion...

☒ Save all Output Files

Notify

Print to **noprint**

Help (B) Submit Cancel

- Click on the **LOV** in the **Name** field and select the report or program you want to run.

Result: The **Parameters** window is displayed. **NOTE:** This window will be different for each report that you select.

Parameters

Organization Id

Start Date

End Date

OK Cancel Clear Help

- Complete the **Parameters** window and select the **OK** button.

Result: You are returned to the **Submit Requests** window.

Submit Request

Run this Request...

Name: **Unaccounted Transactions Report**

Parameters: **Operating Unit:NIH-OU::**

Language: **American English**

At these Times...

Run the Job: **As Soon as Possible**

Upon Completion...

☒ Save all Output Files

Notify:

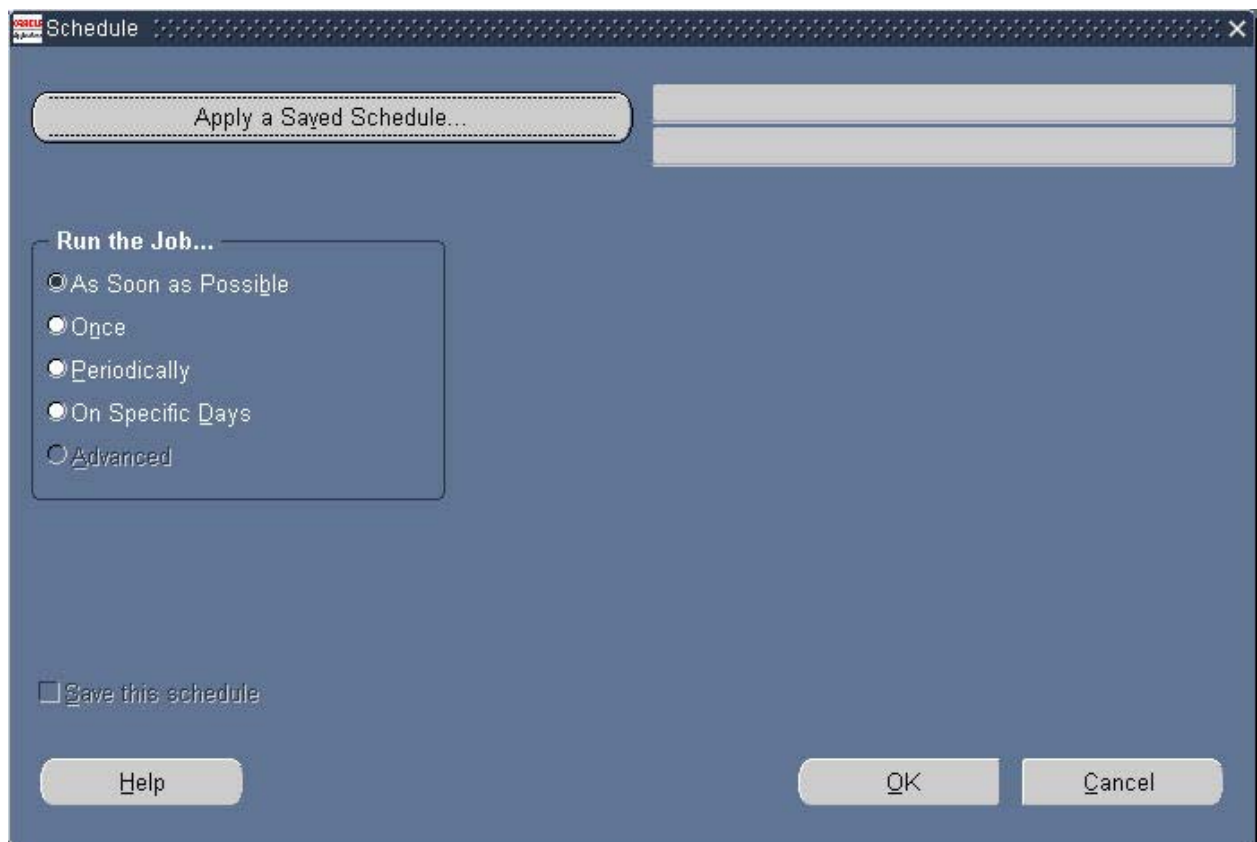
Print to: **noprint**

Buttons: Copy..., Languages..., Schedule..., Options..., Help (B), Submit, Cancel

If you want to run the report now for a single time, goto task #10. Otherwise, goto task #4.

4. Select the **Schedule** button in the **At these times** block.

Result: The **Schedule** window is displayed.



5. Select the appropriate schedule alternative in the **Run the Job...** block.

If you want to run the job once, goto task #6.

If you want to run the job periodically, goto task #7 Otherwise, goto task #8.

6. In the **Run At** field, enter the date and time you want the job to run. The time should be entered in military time (24 hour clock)

Example:

Schedule

Apply a Saved Schedule...

Run the Job...

☒ As Soon as Possible

☐ Once

☐ Periodically

☐ On Specific Days

☐ Advanced

Run At 04-SEP-2003 08:38:51

☐ Save this schedule

Help OK Cancel

Goto task #9.

7. Complete the schedule information.

Example:

Schedule

Apply a Saved Schedule...

Run the Job...

☐ As Soon as Possible
☐ Once
☒ Periodically
☐ On Specific Days
☐ Advanced

Start At **04-SEP-2003 08:38:51**
 End At **30-AUG-2004 00:00:00**
 Leave End Date blank to run indefinitely

Re-run every **1** **Week(s)**

Apply the Interval...

☐ From the Start of the prior run
☒ From the Completion of the prior run

☒ Increment date parameters each run

☐ Save this schedule

Help OK Cancel

Goto task #9.

8. Complete the schedule information.

Example:

Apply a Saved Schedule...

Run the Job...

☐ As Soon as Possible
☐ Once
☐ Periodically
☒ On Specific Days
☐ Advanced

Start At 04-SEP-2003 08:38:51

End At 30-AUG-2004 00:00:00

Dates of Every Month:

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Last Day			

Days of Every Week:

S	M	T	W	T	F	S
---	---	---	---	---	---	---

☐ Save this schedule
 ☒ Increment date parameters each run

Help OK Cancel

9. Select the **OK** button.

10. Determine whether or not you want to view the report prior to printing.

If you want to print the report before viewing it on-line, goto task #11. Otherwise, goto task #14.

11. Select the **Options** button.

Result: The **Upon Completion** window is displayed.

Upon Completion...

☒ Save all Output Files

Notify the following people:

Name	For Language

Print the Output To:

Style: **Landscape**

Printer	Copies	For Language
noprint	0	All languages

Buttons: Help, OK, Cancel

12. Select a printer and the number of copies


13. Select the **OK** button.

14. Select the **Submit** button.

Result: The result will depend upon the report and the schedule that you have selected. To view the output of the request on line, select **View > Requests** from the menu bar. This will take you to the **Requests** window.

End of activity.

Invoices On-Hold Report

	<h3>Invoices On-Hold Report</h3>
<div>2. Close Accounts Payable</div>	
Description:	The invoice on-hold report displays the AP invoices that are currently on-hold
Purpose:	This report can be used to monitor invoices that are currently on-hold to ensure that any necessary actions needed to resolve the hold are being taken The report provides you the total number and amount of invoices on hold
Source:	Accounts Payable
Frequency:	Daily
<div>Page 27</div>	


Selected Report Headings

PO Number. If the hold on the invoice is related to the purchase order match, then Payables displays the purchase order number.

Original Amount. Invoice amount.

Amount Remaining. Remaining amount due for payment on an invoice. The amount remaining is equal to the original amount, unless you partially paid an invoice.

Invoices On-Hold Report

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Invoices On-Hold Report

Sample report parameters:

2. Close Accounts Payable

Parameters

Hold Name

Supplier Name

Order By **Hold Name**

On Hold by Period Option **No**

From Entered Date

To Entered Date

Include Due or Discount Date

From Due or Discount Date

To Due or Discount Date

Include Hold Descriptions **Yes**

OK Cancel Clear Help

Page 28

Selected Report Parameters

Hold Name. If you want to review only invoices with a specific hold applied, enter the name. Leave this parameter blank if you want the report to include the Invoices with Scheduled Payment Holds section and the Invoices with Supplier Site Set to Hold All Payments section.

Order By. This parameter controls the sorting for the first report section. You can choose to sort and subtotal by hold or supplier.

On Hold by Period Option. Enter Yes to subtotal the invoices by the period of their invoice date.



From/To Entered Date. Displays invoices with holds that were applied on and between the From Entered Date and the To Entered Date.

Include Due or Discount Date. The report includes invoices that have a due or discount date within a range you specify, using the From/To Due or Discount Date parameters.


- Due.** Displays only invoices that have a due date within the range you specify.
- Discount.** Displays only invoices that have a discount date within the range you specify.

Include Hold Descriptions. Change this parameter to No if you do not want to include the last section of the report as a reference of hold descriptions.

Invoices On-Hold Report

  nbrss <small>NATIONAL INSTITUTE OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	<h3>Invoices On-Hold Report</h3>
<p>The OFM Travel Office should resolve the following holds prior to closing the period:</p> <ul style="list-style-type: none">▪ Dist Variance▪ Awaiting Reconciliation	
<div data-bbox="1300 1136 1382 1167">Page 29</div>	

Unaccounted Transactions Report

	Unaccounted Transactions Report
2. Close Accounts Payable	
Description:	The unaccounted transactions report displays the AP invoices and payments for which the accounting has not been properly created.
Purpose:	Use this report to identify and review all unaccounted invoice and payment transactions and see the reason that Payables cannot account for a transaction.
Source:	Accounts Payable
Frequency:	This report should be daily and should specifically be run as part of the monthly close process
Page 30	

Important:

If transactions appear on this report, then the accounting information for the transaction will not be transferred to the General Ledger or the Data Warehouse

Selected Report Headings

The report has two sections: Unaccounted Invoices, and Unaccounted Payments.

Unaccounted Invoices

This section of the report lists the supplier name, supplier number, invoice number, invoice date, invoice currency, invoice amount, purchase order number (if the invoice is on a purchase order matching related hold), and the exception.

Unaccounted Payments


This section of the report lists the supplier name, supplier number, payment number, payment date, payment currency, payment amount, and exception.

Exception. The report displays one or more of the following exception conditions:

- **Dist Acct Invalid.** The account on the invoice distribution is invalid.

- **Dist Variance.** The sum of the invoice distributions is not equal to the invoice amount.
- **Funds Check.** Cross validation failed for this invoice.
- **Unaccounted.** The Payables Accounting Process has not been submitted for the transaction.
- **Other Hold Names.** This invoice has a hold applied to it that prevents accounting.
- **Unvalidated.** You have not submitted Invoice Validation for the invoice.

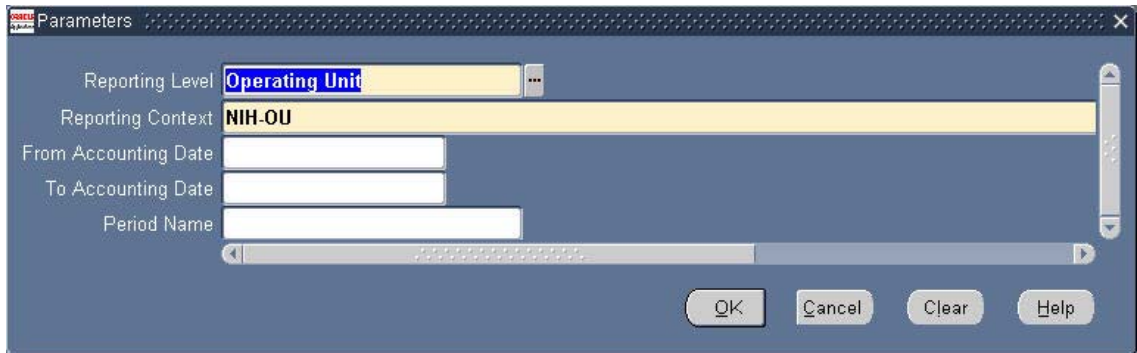
Unaccounted Transactions Report

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Unaccounted Transactions Report

Sample report parameters:

2. Close Accounts Payable



Parameters

Reporting Level: Operating Unit

Reporting Context: NIH-OU

From Accounting Date:

To Accounting Date:

Period Name:

OK Cancel Clear Help

Page 31


Selected Report Parameters

Note: If you do not specify a value for the Period Name or From/To Accounting Date parameters, then the report lists all unaccounted entries, regardless of date.

From/To Accounting Date. If you want to run the report for a particular date range, then enter both the first and last dates in the range. If you enter values for a date range, then you cannot enter a value for Period Name. (Recommend using the first and last date of the current month)

Period Name. If you want to run the report for a single period, enter the period name. If you enter a value here, you cannot enter values in the From/To Accounting Date parameters.

Unaccounted Transactions Report



Unaccounted Transactions Report

2. Close Accounts Payable

NATIONAL INSTITUTES OF HEALTH

Unaccounted Transactions Report

Report Date: 13-MAY-2004 13:25

Page: 2

Unaccounted Invoices							
Supplier Name	Supplier Number	Invoice Number	Invoice Date	Inv Curr	Invoice Amount	PO Number	Exception
AMNEAUD C WHAMWOOD:001055	1010962	TR799V1-DM-LQAD	10-OCT-03	USD	266.00		Dist Variance
HARRY D SMITH:0010134614	1008285	TR19V1-DM	23-SEP-03	USD	-220.00		Dist Variance
ALICIA PHILLIPS:001135284	1027968	TR901-AD	28-DEC-03	USD	799.00		Not Validated
ALLEN DUONG:0011086885	1003592	TR817V1	18-OCT-03	USD	529.00		Not Validated
IMPAC GOVERNMENT SERVICES	1042796	TR257V1-CB	12-SEP-03	USD	290.50		Unaccounted
IMPAC GOVERNMENT SERVICES	1042796	TR263CML GTA	30-SEP-03	USD	-300.00		Unaccounted
IMPAC GOVERNMENT SERVICES	1042796	TR263V1-CB	10-SEP-03	USD	250.50		Unaccounted
IMPAC GOVERNMENT SERVICES	1042796	TR264V1-CB	10-SEP-03	USD	250.50		Unaccounted

Transaction	Exception	Party Responsible for Resolution
Invoice	Dist Variance	OFM Travel Office
	Not Validated	
	Unaccounted	
Payment	Unaccounted	NMC

Page 32

Ensuring All Transactions Have Transferred to GL



Ensuring All Transactions Have Transferred to GL

- Before you can close the period, you must ensure that all transactions have been transferred to GL.
 - N > AP Close Process > Update Accounting Entries
 - Search for accounting transactions that have a status of "Error"
 - Update the accounting information for the **Write** lines by copying the value from the above field.
- Re-run the query to ensure that no errors remain.

2. Close Accounts Payable

Update Accounting Entries

Purpose

The purpose of this document is to describe how to correct accounting entries that have an error status related to write offs.

NIHMM Period Maintenance

N > AP Close Process > Update Accounting Entries

Find Accounting Entries

Find Accounting Entries

Document Class ...

Document Number

Period -

Set of Books

Accounting Status

Event Type

Clear Find

1. Select **Error** from the **LOV** in the **Accounting Status** field.
2. Select the **Find** button.

Result: The **Update Accounting Entries** window will display accounting entries that have ended in an Error status.

Update Accounting Entries (NIH-OU)

Document Class	Payments	Event Type	Payment
Document Number	520270	Event Number	1
Set of Books	NATIONAL INSTIT	Accounting Status	Error
Description		Accounting Error Code	
Accounting Date	04-MAY-2004	Transfer to GL Status	No
Accounting Period	MAY_04_FY-04	GL Transfer Error Code	

Lines

Num	Type	Account	Debit(USD)	Credit(USD)	Entered Curr	Entered Debi
1	Liability	08028520041DA0.2004.J	519.75		USD	
2	Liability	08028520041DA0.2004.J	519.75		USD	
3	Write			519.75	USD	
4	Cash Clearin	08028520041DA0.2004.J		519.75	USD	

Account Description: 0285 NIAID 2004 ANNL DRCT.2004.GENERAL.NIAID.HH

View Accounting

- Place your cursor in the **Account** field of the line with the **Type** of Write.
- Press the **Shift + F5** keys to copy the account field of the line above.
- Save your changes.

Result: The **Accounting Status** field will display the status **Accounted**.

Update Accounting Entries (NIH-OU)

Document Class	Payments	Event Type	Payment
Document Number	520270	Event Number	1
Set of Books	NATIONAL INSTIT	Accounting Status	Accounted
Description		Accounting Error Code	
Accounting Date	04-MAY-2004	Transfer to GL Status	No
Accounting Period	MAY_04_FY-04	GL Transfer Error Code	

Lines

Num	Type	Account	Debit(USD)	Credit(USD)	Entered Curr	Entered Debi
1	Liability	08028520041DA0.2004.J	519.75		USD	
2	Liability	08028520041DA0.2004.J	519.75		USD	
3	Write	08028520041DA0.200...		519.75	USD	
4	Cash Clearin	08028520041DA0.2004.J		519.75	USD	

Account Description 0285 NIAID 2004 ANNL DRCT.2004.GENERAL.NIAID.HF

View Accounting

6. Press the down arrow on your keyboard to move to the next record in error.

If there are no additional records, end of activity. Otherwise, goto task #3.

Payables Transfer to GL



Payables Transfer to GL

- Once you confirm that all transactions have been accounted successfully, run the Payables Transfer to GL.

2. Close Accounts Payable

Set of Books Name	NATIONAL INSTITUTES OF HEALTH
Transfer Reporting Book(s)	No
Batch Name	
From Date	01-SEP-2003
To Date	30-SEP-2003
Journal Category	All
Validate Accounts	Yes
Transfer to GL Interface	In Detail
Submit Journal Import	Yes

OK Cancel Clear Help

Page 34

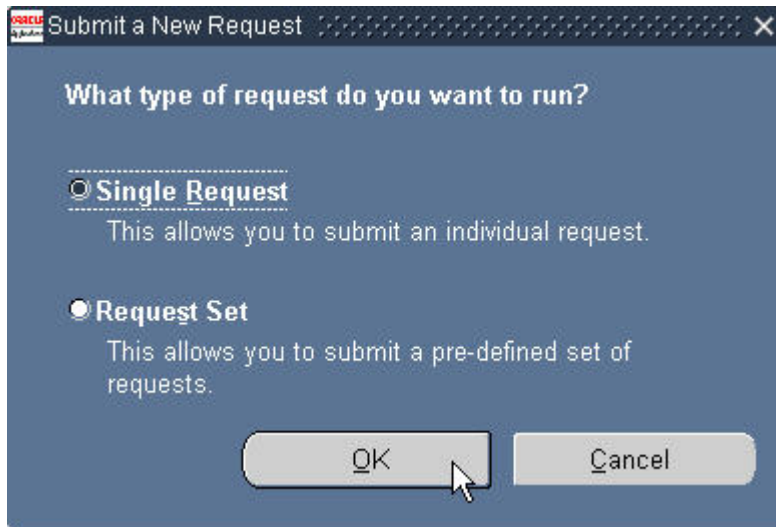
Important: If you do not select **In Detail**, the ability to report out of the GL will be impacted.

Submitting the Payables Transfer to GL

NIHMM Period Maintenance

N > Submit Request > Run

Submit a New Request



1. Select the **OK** button.

Result: The **Submit Request** window is displayed.

Submit Request

Run this Request...

Name

Parameters

Language

Copy...

At these Times...

Run the Job **As Soon as Possible**

Schedule...

Upon Completion...

☒ Save all Output Files

Notify

Print to

Options...

Help (B) Submit Cancel

2. In the **Name** field, select **Payables Transfer to GL** from the **LOV**.

Result: The **Parameters** window is displayed.

Parameters

Set of Books Name

Transfer Reporting Book(s)

Batch Name

From Date

To Date

Journal Category

Validate Accounts **Yes**

Transfer to GL Interface

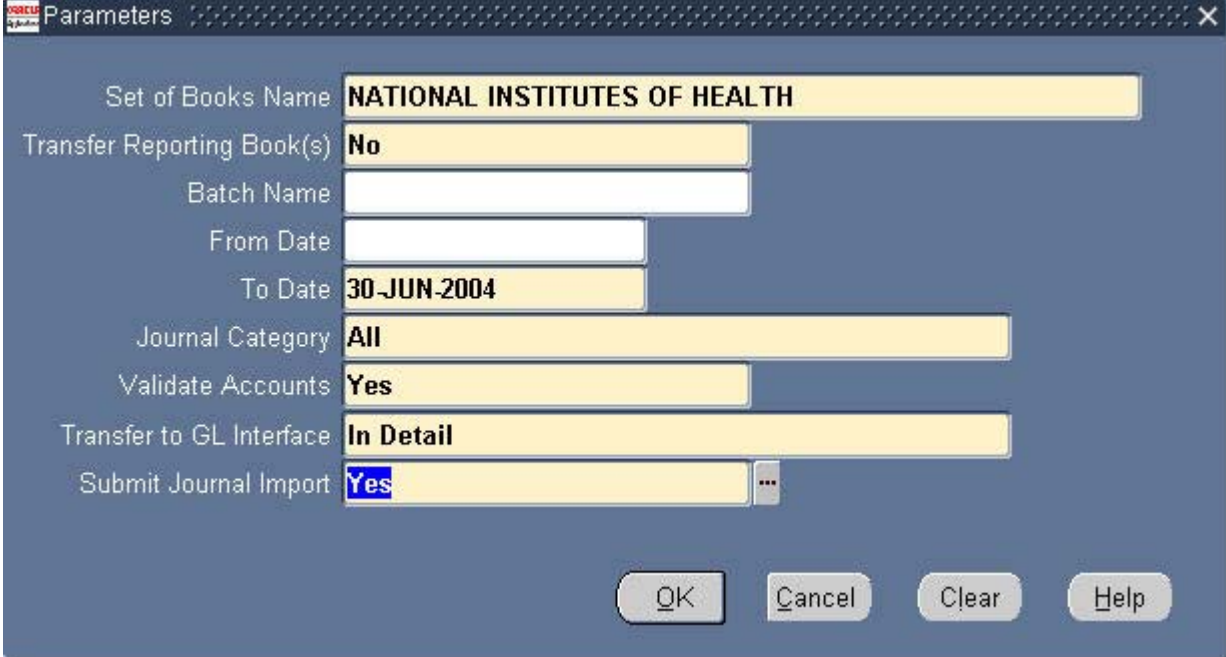
Submit Journal Import **Yes**

OK Cancel Clear Help

3. Select the **LOV** for the field **Set of Books Name** to populate National Institutes of Health

4. Enter the last day of the current period in the **To Date** field.
5. Select **In Detail** from the **LOV** in the **Transfer to GL** field.

Example: Below is a sample completed parameters window



The screenshot shows a window titled "Parameters" with a dark blue header and a light blue body. The window contains several fields with labels on the left and values in yellow-highlighted text boxes on the right. The fields and their values are: "Set of Books Name" with "NATIONAL INSTITUTES OF HEALTH", "Transfer Reporting Book(s)" with "No", "Batch Name" with an empty box, "From Date" with an empty box, "To Date" with "30-JUN-2004", "Journal Category" with "All", "Validate Accounts" with "Yes", "Transfer to GL Interface" with "In Detail", and "Submit Journal Import" with "Yes" and a small icon to its right. At the bottom right, there are four buttons: "OK", "Cancel", "Clear", and "Help".

Field	Value
Set of Books Name	NATIONAL INSTITUTES OF HEALTH
Transfer Reporting Book(s)	No
Batch Name	
From Date	
To Date	30-JUN-2004
Journal Category	All
Validate Accounts	Yes
Transfer to GL Interface	In Detail
Submit Journal Import	Yes

6. Select the **OK** button.

Result: The **Parameters** window closes and you are returned to the **Submit Request** window.

7. Select the **Submit** button to submit the request.

Result: The **Requests** window is displayed.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
119061	Payables Transfer to Ger		Running	Normal	1, 1, N, , , 2004/06/30 00:00:00, Accr
119055	Posting		Completed	Normal	1, 101, 1
119054	Program - Maintain Budg	119053	Completed	Normal	1, NIH
119053	Maintain Budgetary Orgs	119052	Completed	Normal	8901, 556, 10682, 119052
119052	NIHFV Budget Execution		Completed	Normal	8901, 556
118905	Flexfield View Generator		Completed	Normal	3, 200, AP_CHECKS
118159	Invoice Validation		Completed	Normal	All, 10360, , , , , , 1, N
118118	Invoice Validation		Completed	Normal	All, 10348, , , , , , 1, N
118026	Autoinvoice Import Progi	118025	Completed	Normal	MAIN, T, 1020, TRAVEL, 2004/01/21
118025	Autoinvoice Master Progi		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:00

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

8. Select the **Refresh Data** button until the **Phase** indicates the request has completed.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
119062	Journal Import		Completed	Normal	41, 1, N, , , N, N
119061	Payables Transfer to Ger		Completed	Normal	1, 1, N, , , 2004/06/30 00:00:00, Accr
119055	Posting		Completed	Normal	1, 101, 1
119054	Program - Maintain Budg	119053	Completed	Normal	1, NIH
119053	Maintain Budgetary Orgs	119052	Completed	Normal	8901, 556, 10682, 119052
119052	NIHFV Budget Execution		Completed	Normal	8901, 556
118905	Flexfield View Generator		Completed	Normal	3, 200, AP_CHECKS
118159	Invoice Validation		Completed	Normal	All, 10360, , , , , , 1, N
118118	Invoice Validation		Completed	Normal	All, 10348, , , , , , 1, N
118026	Autoinvoice Import Progi	118025	Completed	Normal	MAIN, T, 1020, TRAVEL, 2004/01/21

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

End of activity.

Sweeping Invoices to the Next Period



Sweeping Invoices to the Next Period

2. Close Accounts Payable

- In the event that unaccounted transactions remain in Accounts Payable, you may **Sweep** them to the next accounting period to allow the period to be closed
- The Sweep program updates the GL date on the invoices to the first date in the next accounting period
- We recommend that you post transactions to the current period as much as possible and limit the use of the Sweep program

Closing the AP Period

NIHMM Period Maintenance

N > AP Close Process > Close Payables

Control Payables Periods

Control Payables Periods (NIH-OU)

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Never Opened	13	2006	SEP_06_FY-06	01-SEP-2006	30-SEP-2006
Never Opened	12	2006	AUG_06_FY-06	01-AUG-2006	31-AUG-2006
Never Opened	11	2006	JUL_06_FY-06	01-JUL-2006	31-JUL-2006
Never Opened	10	2006	JUN_06_FY-06	01-JUN-2006	30-JUN-2006
Never Opened	9	2006	MAY_06_FY-06	01-MAY-2006	31-MAY-2006
Never Opened	8	2006	APR_06_FY-06	01-APR-2006	30-APR-2006
Never Opened	7	2006	MAR_06_FY-06	01-MAR-2006	31-MAR-2006
Never Opened	6	2006	FEB_06_FY-06	01-FEB-2006	28-FEB-2006
Never Opened	5	2006	JAN_06_FY-06	01-JAN-2006	31-JAN-2006

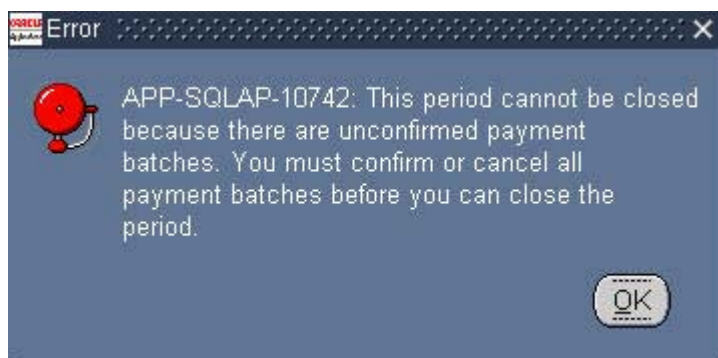
Sweep

1. Place your cursor in the line of the period you want to close.
2. Select **Closed** from the **LOV** in the **Period Status** field.
3. Save your changes.

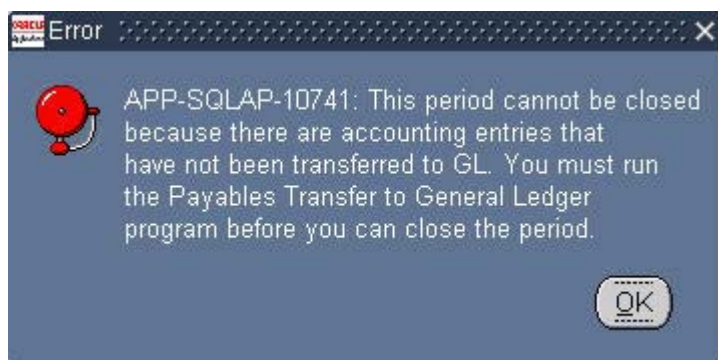
If an error message appears, goto task #4. Otherwise, end of activity.

4. Review the message and take corrective action.

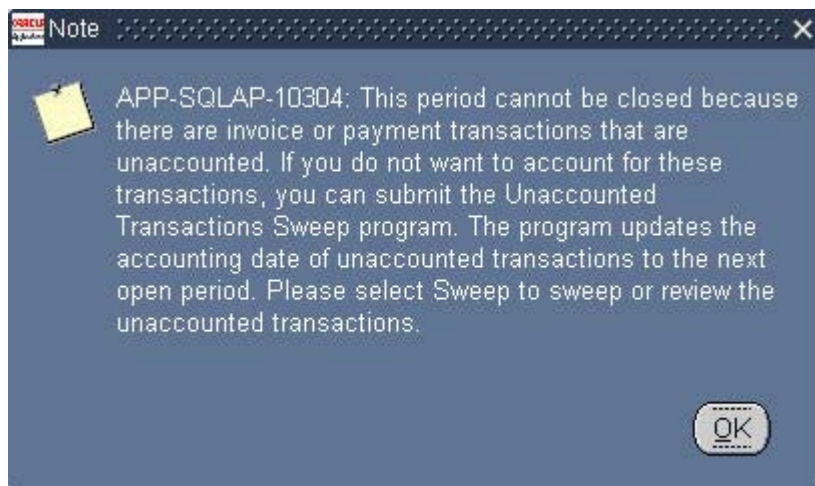
Message indicating payment batches are in progress:



Message indicating that the Payables Transfer to GL program must be run:



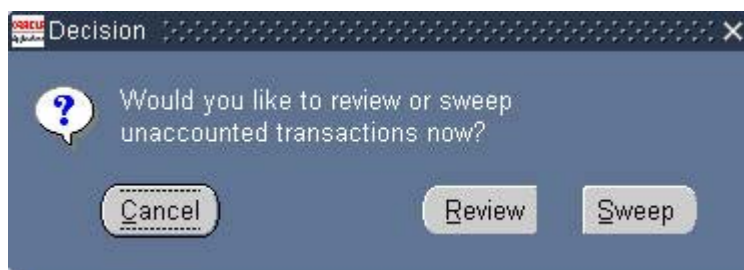
Message indicating that accounting must be created or the Sweep program must be run:



If you want to sweep unaccounted transactions to the next period, goto task #5. Otherwise, end of activity.

5. Select the **Sweep** button.

Result: A decision window is displayed.



If you want to review the unaccounted transactions, goto task #6. Otherwise, goto task #8.

6. Select the **Review** button.

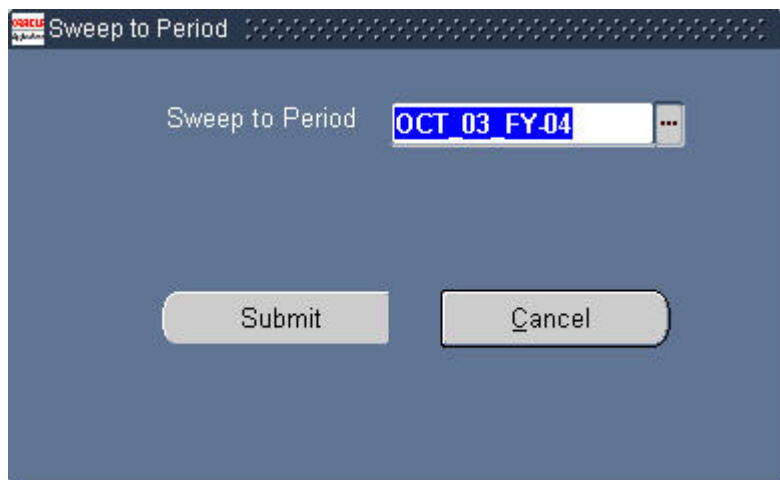
Result: The **Requests** window is displayed.

7. Review the output of the **Unaccounted Transactions Report**.

End of activity.

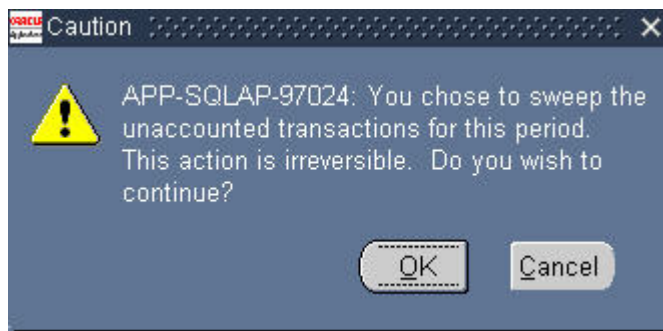
8. Select the **Sweep** button.

Result: The **Sweep to Period** window is displayed.



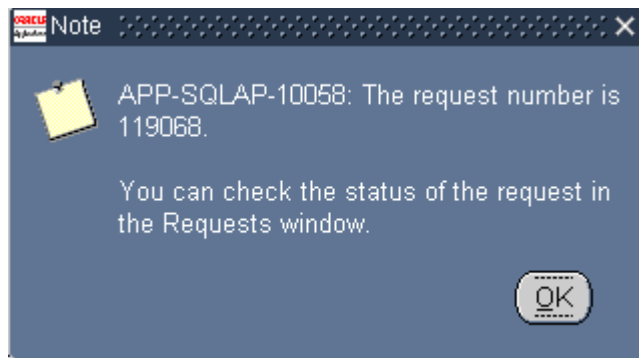
9. Verify that the period listed in the **Sweep to Period** window is the one to which you want the transactions moved and press the **Submit** button.

Result: A Caution note is displayed.



10. Select the **OK** button.

Result: A note with your request ID is displayed.



11. Select the **OK** button.

Goto task #1.

Closing Accounts Payable



Closing Accounts Payable

To close Accounts Payable, update the **Period Status** field to **Closed**.

2. Close Accounts Payable

Control Payables Periods (NIH-OU)

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Never Opened	2	2005	OCT_04_FY-05	01-OCT-2004	31-OCT-2004
Never Opened	13	2004	SEP_04_FY-04	01-SEP-2004	30-SEP-2004
Never Opened	12	2004	AUG_04_FY-04	01-AUG-2004	31-AUG-2004
Never Opened	11	2004	JUL_04_FY-04	01-JUL-2004	31-JUL-2004
Never Opened	10	2004	JUN_04_FY-04	01-JUN-2004	30-JUN-2004
Never Opened	9	2004	MAY_04_FY-04	01-MAY-2004	31-MAY-2004
Never Opened	8	2004	APR_04_FY-04	01-APR-2004	30-APR-2004
Open	7	2004	MAR_04_FY-04	01-MAR-2004	31-MAR-2004
Closed	6	2004	FEB_04_FY-04	01-FEB-2004	29-FEB-2004

Sweep

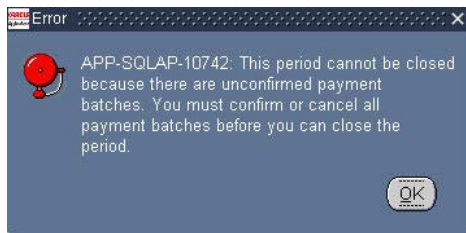
Closing Accounts Payable



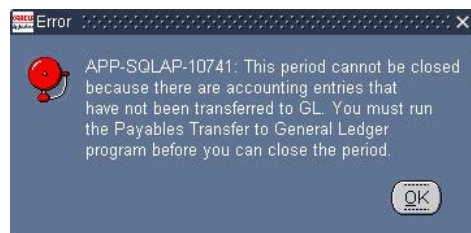
Closing Accounts Payable

If when trying to close the period, you receive an error message, refer to the next two slides for guidance on how to resolve.

2. Close Accounts Payable




Payment Batches in Progress –
Contact OFM Travel Office



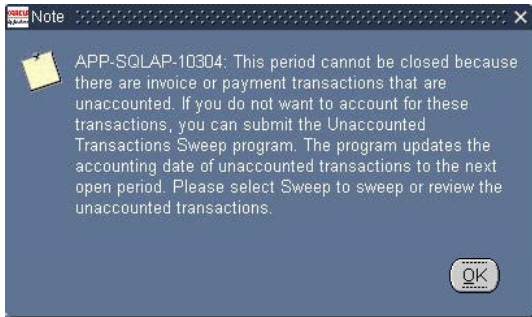
Journals Not Transferred – Run
the Payables Transfer to GL

Closing Accounts Payable

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Closing Accounts Payable



2. Close Accounts Payable



Unaccounted Transactions – *Run Unaccounted Transactions Report.*
Contact responsible party.


Alternatively, you could sweep to next period.

Page 38

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM


Practice Lab

Lab Time



Page 39

Closing Purchasing

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Closing Purchasing

➤ The tasks listed below are required to close Purchasing:

3. Close Purchasing

Close PO	Monthly
----------	---------

Page 40

Closing Purchasing



Closing Purchasing

- To close purchasing, update the period status to “Closed”

3. Close Purchasing

Status	Num	Fiscal Year	Period	From Date	To Date
Open	6	2004	FEB_04_FY-04	01-FEB-2004	29-FEB-2004
Closed	5	2004	JAN_04_FY-04	01-JAN-2004	31-JAN-2004
Closed	4	2004	DEC_03_FY-04	01-DEC-2003	31-DEC-2003
Closed	3	2004	NOV_03_FY-04	01-NOV-2003	30-NOV-2003
Closed	2	2004	OCT_03_FY-04	01-OCT-2003	31-OCT-2003
Closed	13	2003	SEP_03_FY-03	01-SEP-2003	30-SEP-2003
Closed	12	2003	AUG_03_FY-03	01-AUG-2003	31-AUG-2003
Never Opened	11	2003	JUL_03_FY-03	01-JUL-2003	31-JUL-2003
Never Opened	10	2003	JUN_03_FY-03	01-JUN-2003	30-JUN-2003
Never Opened	9	2003	MAY_03_FY-03	01-MAY-2003	31-MAY-2003

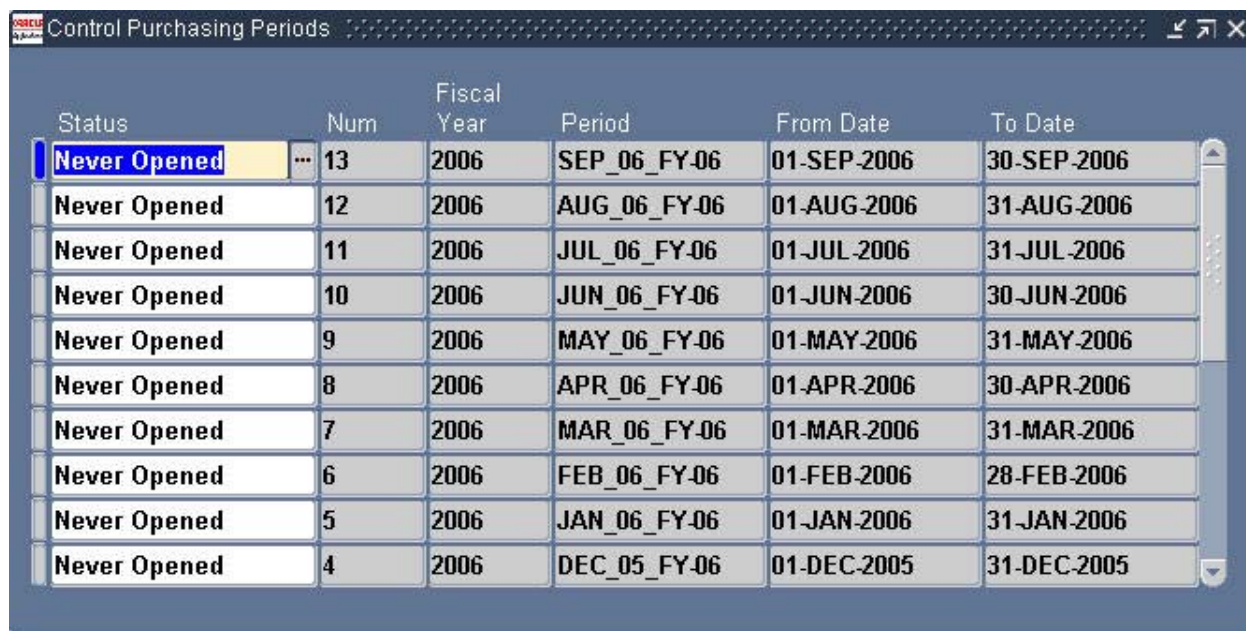
- Do not use the status “Permanently Closed”

Opening and Closing Purchasing Periods

NIHMM Period Maintenance

N > PO Close Process > Control Purchasing Periods

Control Purchasing Periods



Status	Num	Fiscal Year	Period	From Date	To Date
Never Opened	13	2006	SEP_06_FY-06	01-SEP-2006	30-SEP-2006
Never Opened	12	2006	AUG_06_FY-06	01-AUG-2006	31-AUG-2006
Never Opened	11	2006	JUL_06_FY-06	01-JUL-2006	31-JUL-2006
Never Opened	10	2006	JUN_06_FY-06	01-JUN-2006	30-JUN-2006
Never Opened	9	2006	MAY_06_FY-06	01-MAY-2006	31-MAY-2006
Never Opened	8	2006	APR_06_FY-06	01-APR-2006	30-APR-2006
Never Opened	7	2006	MAR_06_FY-06	01-MAR-2006	31-MAR-2006
Never Opened	6	2006	FEB_06_FY-06	01-FEB-2006	28-FEB-2006
Never Opened	5	2006	JAN_06_FY-06	01-JAN-2006	31-JAN-2006
Never Opened	4	2006	DEC_05_FY-06	01-DEC-2005	31-DEC-2005


2. Use the vertical scroll bar to locate the period that you want to update.
3. Place your cursor in the **Status** field of the period you would like to adjust.
4. Select the **LOV** button and select the appropriate status for that period.

Note: The following describes the various period statuses.

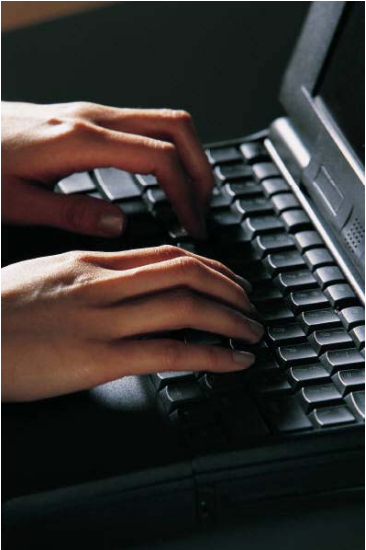
Status	Description
Open	Transactions are allowed.
Future	This period is not yet open, but you can enter transactions in this period. However, you cannot post in this period until you open it.
Closed	Transactions are not allowed unless the accounting period is reopened.
Permanently Close	Similar to Closed, does not allow you to reopen. Important: Do not use this status.

5. Save your work.

End of activity.


**Practice Lab**

Lab Time



Page 42

Closing Projects



Closing Projects

Before closing Projects,

- all invoices should be transferred from AP
- all transactions should be imported from Valtrans

4. Close Projects


The tasks listed below are required to close Projects:

Correct errors from interfaces	As needed
Interface supplier costs if needed	As needed
Update Project Summary Amounts	As needed
Close PA	Monthly

Page 43

The heavily shaded tasks are performed by NMC. Remaining tasks are performed by OFM.

NMC Projects Tasks

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

NMC Projects Tasks

➤ The NMC is responsible for:


- Correcting projects interface errors
- Interface supplier costs, if needed
- Updating Project Summary Accounts

➤ NMC will send OFM a confirmation that these tasks have been completed on the day of the closing.

4. Close Projects

Page 44

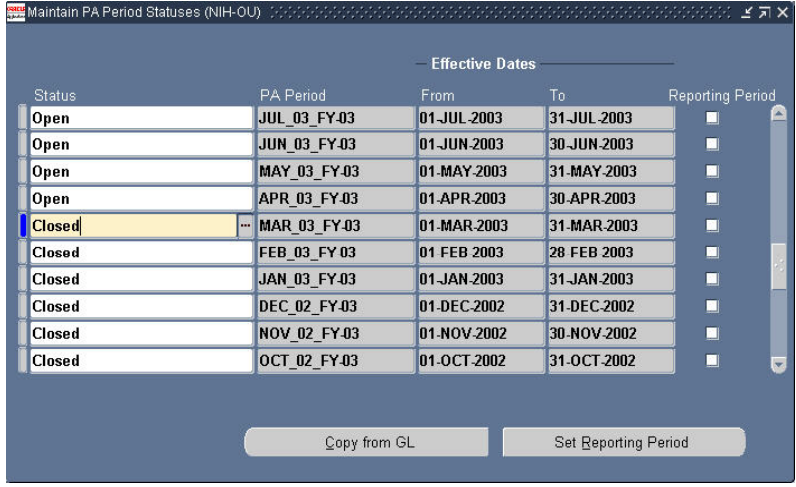
Closing Projects

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Closing Projects

➤ To close projects, update the period status to “Closed”

4. Close Projects



➤ Do not use the status “Permanently Closed”

Page 45

PA Statuses

Never Opened – New periods that are in the future, and in which you do not want to allow entry.

Future – Future periods in which you allow entry but not interfacing transactions.

Open – Current Periods.

Pending Close – Use for correcting unprocessed items. You can set a period to this status without checking for unprocessed items.

Closed – You cannot close a period if unprocessed items exist. A closed period can be reopened at any time.

Permanently Closed – You cannot permanently close a period if unprocessed items exist. Once a period is permanently closed, you cannot reopen it.

Opening and Closing Project Periods

NIHMM Period Maintenance

N > PA Close Process > PA Periods

Maintain PA Period Statuses

Maintain PA Period Statuses (NIH-OU)

Effective Dates

Status	PA Period	From	To	Reporting Period
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Copy from GL Set Reporting Period

1. Press the **Ctrl + F11** keys to view all periods.
2. Use the vertical scroll bar to locate the period that you want to update.
3. Place your cursor in the **Status** field of the period you would like to adjust.
4. Select the **LOV** button and select the appropriate status for that period.

Note: The following describes the various period statuses.

Status	Description
Open	Transactions are allowed.
Future	This period is not yet open, but you can enter transactions in this period. However, you cannot interface transactions into Projects until the period is Open.
Closed	Transactions are not allowed unless the accounting period is reopened.

Permanently Closed	Similar to Closed, does not allow you to reopen. Important: Do not use this status.
Pending Close	Similar to Closed, but does not validate for required items. Transactions are not allowed unless the accounting period is reopened.

5. Save your work.

If you have closed a period, goto task #6. Otherwise, end of activity.

6. Select the **Set Reporting Period** button.

Result: The **Set Reporting Period** window is displayed



7. Confirm that the **Next** field contains the correct period.
8. Select the **OK** button.


Result: A decision is displayed.



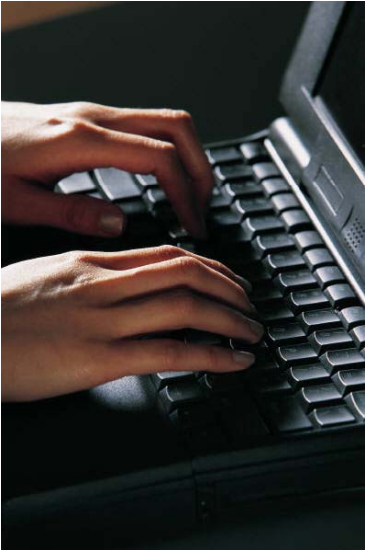
9. Select the **OK** button if you want to set a new reporting period.

Result: The reporting period is updated.

End of activity.


**Practice Lab**

Lab Time



Page 46

Closing General Ledger

**Closing General Ledger**

Before closing General Ledger,

- All journal batches should be imported
- All journal batches should be posted
- All transactions are properly transferred to NIH Data Warehouse

The tasks listed below are required to close GL:


5. Close General Ledger

Monitor Journal Posting Errors	Daily
Research and correct other import and posting errors*	As needed
Reverse journal	As needed
Edit journal	As needed
Correct ADI Funds Check Errors	As needed
Enter and Correct Budgets	As needed
Run NIHFV Budget Execution Transfer to GL*	Monthly
Verfiy all journal batches have been posted	Monthly
Close GL	Monthly

Page 47

The heavily shaded tasks belong to the NBS Management Center. The other tasks are OFM's responsibility.

Working with GL Periods

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Working with GL Periods

5. Close General Ledger

- The GL allows you to enter and post journals into any open period
- Oracle can maintain numerous open periods, however, it is a good policy to limit the number of periods open at any given time to reduce the risk of posting entries to the incorrect period.
- A period that was previously closed, but not permanently closed, can be reopened.
- Closing a period prevents journal entry and posting.
- Similarly, the permanent closing of a period will bar the same types of entries but unlike closing a period, it cannot be reopened.
- Permanently closing a period is required to archive and purge data.

Page 48

GL Period Statuses

Never Opened – You cannot enter or post journals.

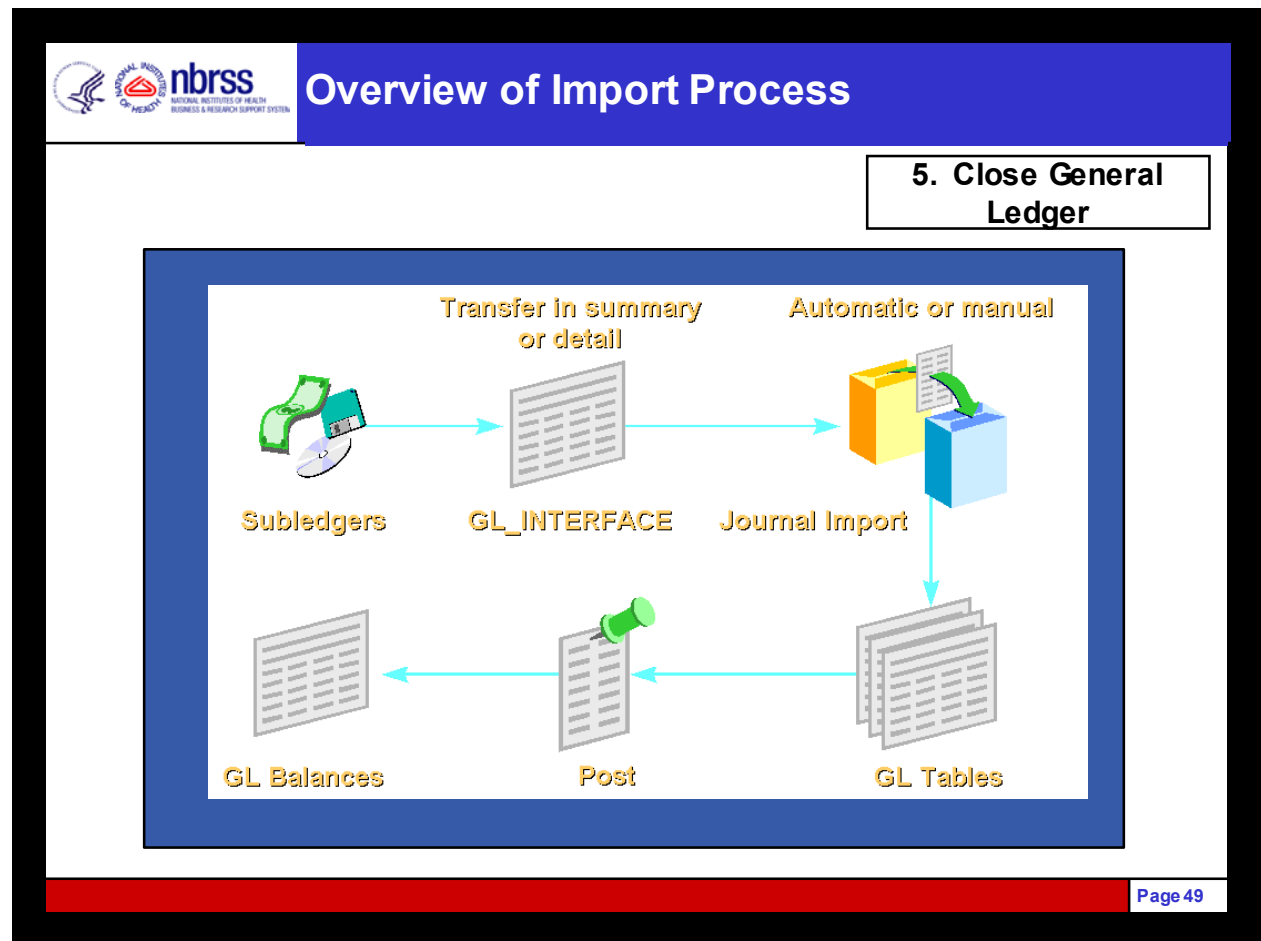
Future Enterable – You can enter journals, but you cannot post. The NBS was configured with 9 future enterable periods.

Open – You can enter or post journals.

Closed – You cannot post journals unless the period is reopened. Reporting and inquiry are allowed.

Permanently Closed – You cannot reopen the period again. You cannot change this period status. Reporting and inquiry are allowed. **This status should not be used**, except for possibly when we cancel years that are more than six years beyond the current fiscal year.

Overview of Import Process



Journal Posting



Journal Posting

- Once journals are available in the GL, either through subledger or manual import processes, they must be posted to the GL.
- Generally speaking, the journals will be posted automatically during the evening.
- Journals may require manual posting
 - At the end of the month
 - If previous posting ended in error
 - If it is a Manual Journal

5. Close General Ledger

Working with Journals



Working with Journals

5. Close General Ledger

- Journals are used to enter and post accounting transactions into the NBS General Ledger.
- Journals can be entered manually into the GL, or imported from an NBS subledger or other external system, such as VALTRANS from CAS.
- Journals will all have the following general characteristics:
 - Batch Name
 - Source
 - Category
 - Accounting Period
 - Lines

Journal Basics: Batches




Journal Basics: Batches

5. Close General Ledger

- A batch is a group of related journal entries.
- All journals in a batch will share the same accounting period.
- Batch Names are required, with each subledger determining the batch naming convention.

Batch Name	Description
ADI BUDGET	Allowances and Operating Budgets
AR Receivables	AR invoices, receipts, and debit memos
CJE: Budgetary	Budgets entered in Fed Admin
CJE: Payables	Budgetary transactions for AP Invoices
CJE: Purchasing	Budgetary transactions for Purchase Orders
Payables	Reconciled Payments, Purchase Invoices, and Payments
TRAVEL	Sponsor In-Kind
TREAS. PAYMENT Payables	AP Payments
VALTRAN	Valtrans
VALTRAN BUDGET	Valtrans Budgets

Journal Basics: Sources

**Journal Basics: Sources**

5. Close General Ledger

➤ Journal sources identify the origin of your journal entries. Sources can be external to the GL, such as subledgers or VALTRAN, or within the GL, such as the NIHGL Manual Journal Entry Form.

➤ The following sources will be used in the NBS GL:

- VALTRAN
- Payables
- Receivables
- TRAVEL
- ADI BUDGET
- Purchasing
- Budgetary Transaction
- NIH MANUAL JE
- VALTRAN BUDGET
- Conversion

Page 53

Note: The source names that are in capital letters indicate that they have been designed specifically for the NBS.

Journal Basics: Categories




Journal Basics: Categories

- Journal categories help you differentiate journal entries by purpose or type, such as accrual, payments, or receipts.
- Oracle provides pre-defined journal categories, and the NBS Team has augmented the pre-defined set of categories with some NIH-specific categories, such as Allotment or Appropriation.
- If OFM requires additional categories, the NBS Team will define them.

5. Close General Ledger

Journal Basics: Lines

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM


Journal Basics: Lines

5. Close General Ledger

- Journal lines contain the accounts and the specific debits or credits for the journal entry.
- All lines in a journal entry must share the same category.
- Total debits and credits must balance for the journal.

Page 55

Monitoring Journal Posting

**Monitoring Journal Posting**









































































































































































































































































































































































































































































➤ On a routine basis, OFM staff should review the Journals window to monitor the journals that remain unposted and ended in error.

➤ The NMC is responsible for resolving all journal errors

5. Close General Ledger

Page 56

Monthly Tasks

Run NIHFV Budget Execution Transfer to GL



Run NIHFV Budget Execution Transfer to GL

The NIHFV Budget Execution Transfer to GL includes the following processes:

- Create Journals
- Maintain Budget Organizations
- Update BE-GL transfer status
- Maintain Summary Templates

If any of the processes end in an error status, contact the NMC.

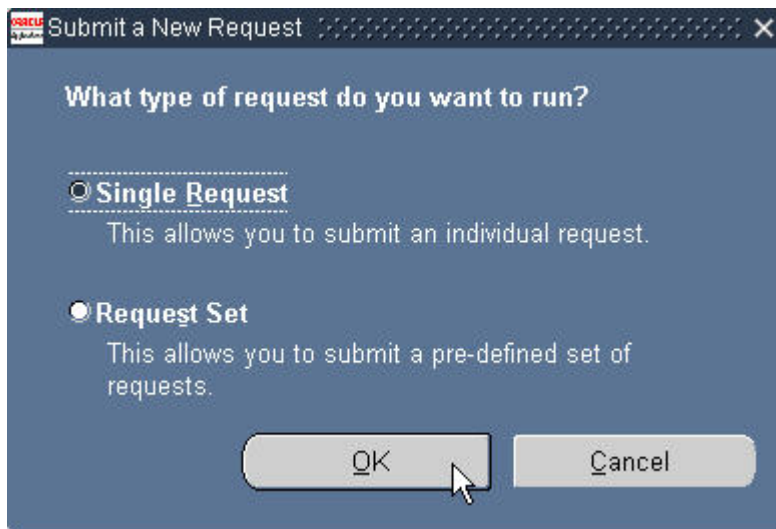
5. Close General Ledger

Submitting the NIHFV Budget Execution Transfer to GL

NIHMM Period Maintenance

N > Submit Request > Run

Submit a New Request



1. Select the **Request Set** option and select the **OK** button.

Result: The **Submit Request Set** window is displayed.

Submit Request Set

Run this Request...

Request Set

Copy...

Program	Stage	Parameters	Language

Options...

At these Times...

As Soon As Possible

Schedule...

Help (A) Submit Cancel

2. Select **NIHFV Budget Execution Transfer to GL** from the **LOV** in the **Request Set** field.

Result: The programs included in the request set are displayed.

Submit Request Set

Run this Request...

Request Set **NIHFV Budget Execution Transfer to GL** Copy...

Program	Stage	Parameters	Language
Program - Maintain Budget Orga	Maintain Budgetary Org		American English
Program - Create Journals	Program - Create Journ		American English
Update BE-GL transfer status	Update BE-GL Transfer		American English
Program - Maintain Summary Te	Maintain Summary Ten		American English

Options...

At these Times...

As Soon As Possible Schedule...

Help (A) Submit Cancel

3. Select the **Submit** button to execute the request set.

Result: The **Requests** window is displayed.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
119052	NIHFV Budget Execution		Pending	Normal	8901, 556
118905	Flexfield View Generator		Completed	Normal	3, 200, AP_CHECKS
118159	Invoice Validation		Completed	Normal	All, 10360, , , , , , 1, N
118118	Invoice Validation		Completed	Normal	All, 10348, , , , , , 1, N
118026	Autoinvoice Import Progi	118025	Completed	Normal	MAIN, T, 1020, TRAVEL, 2004/01/21
118025	Autoinvoice Master Progi		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:
118020	Autoinvoice Master Progi		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:
118016	Payables Open Interface		Completed	Normal	TMUSB, 21, TMUSB01212004, REC
118014	Payables Open Interface		Completed	Normal	TMIAD, 21, TMIAD01212004, , , 200:
118012	Payables Open Interface		Completed	Normal	TMADV, 21, TMADV01212004, , , 20

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

- Select the **Refresh Data** button to review the status of the request until the status of the final program is **Completed**.

Requests

Refresh Data Find Requests Submit a New Request...


Request ID	Name	Parent	Phase	Status	Parameters
119054	Program - Maintain Budg	119053	Completed	Normal	1, NIH
119053	Maintain Budgetary Orgs	119052	Completed	Normal	8901, 556, 10682, 119052
119052	NIHFV Budget Execution		Completed	Normal	8901, 556
118905	Flexfield View Generator		Completed	Normal	3, 200, AP_CHECKS
118159	Invoice Validation		Completed	Normal	All, 10360, , , , , , 1, N
118118	Invoice Validation		Completed	Normal	All, 10348, , , , , , 1, N
118026	Autoinvoice Import Progi	118025	Completed	Normal	MAIN, T, 1020, TRAVEL, 2004/01/21
118025	Autoinvoice Master Progi		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:
118020	Autoinvoice Master Progi		Completed	Normal	1, 1020, TRAVEL, 2004/01/21 00:00:
118016	Payables Open Interface		Completed	Normal	TMUSB, 21, TMUSB01212004, REC

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

End of activity.

Verify Journal Posting

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM


Verify Journal Posting

5. Close General Ledger

- Before closing GL, OFM will ensure that all journals are posted
 - Option 1: N > GL Close Process > Journals > Enter
 - Option 2: N > GL Close Process > Journals > Post
- In the event that an error preventing posting cannot be resolved by the end of the month, it may be moved to a future period.
- There are multiple ways of posting journals:
 - Enter Journals – Review Batch – More Actions
 - Enter Journals – Review Journal – More Actions
 - Post Journals - Post
 - Autopost Journals (NMC)

Page 59

Monitoring Journal Posting through Enter Journals

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Monitoring Journal Posting through Enter Journals

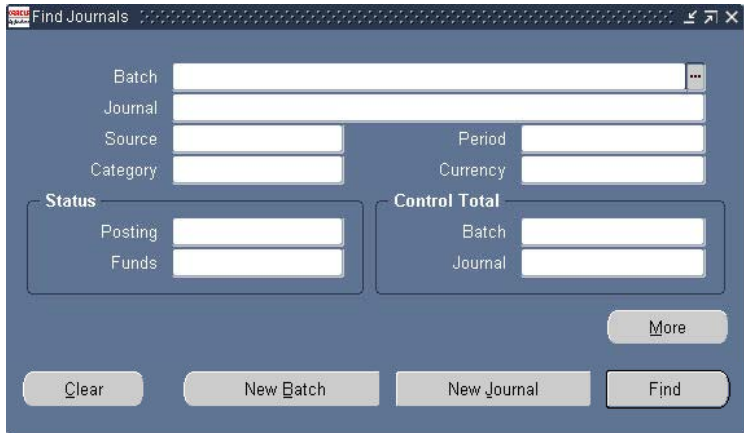
➤ N > GL Close Process > Journals > Enter

➤ Search for unposted journals by selecting

- **Unposted** in the **Status: Posting** field
- Current period in the **Period** field.

➤ Select Find

5. Close General Ledger



Page 60

The **Find Journals** window will help you identify journals that remain unposted or have ended in error.

The journal status “Unposted” indicates that the journal has never been posted to the GL.

A journal with an “Error” status indicates that the journal failed during a prior posting. There are multiple error statuses depending upon what condition caused the error.

Through the Enter Journals window, you can view journals with a specific error status, unposted journals, as well as posted journals.

Monitoring Journal Posting through Enter Journals



Monitoring Journal Posting through Enter Journals

- The Enter Journals window will display your search results

5. Close General Ledger

Enter Journals (NIH)

Batch Status	Batch Name	Journal Name	Period	Journal Debit	Journal Credit
Unposted	08000420040RAD VAL	QA 14-MAY-04 VALTR	MAY_04_FY-0	212234163.00	212234163.00
Unposted	08000420040RAD VAL	G1 14-MAY-04 VALTR	MAY_04_FY-0	81238.53	81238.53
Unposted	08000420040RAD VAL	D2 14-MAY-04 VALTR	MAY_04_FY-0	9109.86	9109.86
Unposted	08000420040RAD VAL	R1 14-MAY-04 VALTR	MAY_04_FY-0	465893.46	465893.46
Unposted	08000420040RAD VAL	VA 14-MAY-04 VALTR	MAY_04_FY-0	48998.01	48998.01
Unposted	08056620041RAD VAL	6B 14-MAY-04 VALTR	MAY_04_FY-0	1753125.00	1753125.00
Unposted	ADI BUDGET 519543:	IC NICHD ALLOW US	APR_04_FY-0	191411.03	191411.03
Unposted	ADI BUDGET 519548:	IC NICHD OPBD USD	APR_04_FY-0	191411.03	191411.03
Unposted	ADI BUDGET 539160:	IC NIMH ALLOW US	APR_04_FY-0	94820.90	94820.90
Unposted	ADI BUDGET 539176:	IC NIMH OPBD USD	APR_04_FY-0	94820.90	94820.90
Unposted	ADI BUDGET 614789:	IC NIEHS ALLOW US	APR_04_FY-0	19567.37	19567.37
Unposted	ADI BUDGET 614790:	IC NIEHS OPBD USD	APR_04_FY-0	19567.37	19567.37

Buttons: New Journal, Review Journal, Bequery, New Batch, Review Batch, More Actions

Locating Unposted Journals through Post Journals



Locating Unposted Journals through Post Journals


- The Post Journals window will only display journals that have not successfully be posted to the General Ledger.
- You will not be able to search for journals based upon their status.
- Navigate to N > GL Close Process > Journals > Post
- Select Find

5. Close General Ledger

The screenshot shows a 'Find Journals' window with the following fields and buttons:

- Batch: [Text Field]
- Journal: [Text Field]
- Source: [Text Field]
- Category: [Text Field]
- Period: [Text Field]
- Currency: [Text Field]
- Status: [Section Header]
 - Posting: [Text Field]
 - Funds: [Text Field]
- Control Total: [Section Header]
 - Batch: [Text Field]
 - Journal: [Text Field]
- Buttons: Clear, New Batch, New Journal, Find, More

Viewing Unposted Batches



Viewing Unposted Batches

5. Close General Ledger

Post Journals (NIH)

Period	Batch	Balance Type	Total Entered		Control Total
			Debit	Credit	
JUL_03_FY	7/15 transfer 101 Payables 1	Actual	73768.31	73768.31	
JUL_03_FY	AR 1100 Receivables 117839	Actual	5950.50	5950.50	
JUL_03_FY	AR 1101 Receivables 117927	Actual	23873.00	23873.00	
JUL_03_FY	AR 1102 Receivables 117933	Actual	1200.00	1200.00	
JUL_03_FY	CJE: Budgetary 112192: A	Actual	132.00	132.00	
JUL_03_FY	CJE: Budgetary 121595: A	Actual	2.00	2.00	
JUL_03_FY	TRAVEL 121785: A 142	Actual	764.98	764.98	
JUL_03_FY	TRAVEL 121785: A 149	Actual	660.00	660.00	
JUL_03_FY	TRAVEL 121785: A 157	Actual	660.00	660.00	

Batch Information

Post Status: **Postable**Period Status: **Open**

Batch Status: **Showing unbalanced intercompany journal entry**


Review Batch

Post

Page 63

- The Batches that meet the criteria you specified will appear in the Post Journals form.
- The **Batch Information** block will indicate the status of the batch.
- If an error was identified during posting, then it will be displayed in the **Batch Status** field.
- You can review details on a specific batch by highlighting the batch and clicking on the **Review Batch** button.

Viewing a Specific Batch

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Viewing a Specific Batch

5. Close General Ledger

Batch (NIH)

Batch **TRAVEL 121785: A 166**

Period **JUL_03_FY03**

Balance Type **Actual**

Description **Journal Import TRAVEL 121785:**

Transaction Code

Control Total

Status

Posting **Unposted**

Funds **Required**

Approval **N/A**

Date

Created **17-JUL-2003**

Posted

Batch Totals


	Debit	Credit
Entered	764.98	764.98
Converted	764.98	764.98

Journals

More Actions

Page 64

Viewing Journals

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Viewing Journals

5. Close General Ledger


Journals (NIH) - TRAVEL 121785: A 166

Journal	IN KIND USD		Conversion	<input checked="" type="checkbox"/>	
Period	JUL_03_FY03	Effective Date	09-JUL-2003	Currency	USD
Category	IN KIND	Source	TRAVEL	Date	09-JUL-2003
Balance Type	A	Budget		Type	User
Description	Journal Import 121785:				
Control Total					

Line	Account	Debit (USD)	Credit (USD)	Description
1	08024320031RA0.2003.01.N100.HNN100		290.00	Journal Import Creat
2	08024320031RA0.2003.01.N100.HNN100		474.98	Journal Import Creat
3	08024320031RA0.2003.01.N100.HNN100	290.00		Journal Import Creat
4	08024320031RA0.2003.01.N100.HNN100	474.98		Journal Import Creat
		764.98	764.98	

Acct Desc 0243 NIA 2003 ANNL REIM A.2003.GENERAL.NIA.HNN1 NIA OD OFC DIR.INTERNAL.NIA RMS.RMS (

Running the Posting Process

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Running the Posting Process

5. Close General Ledger

Post Journals (NIH)

	Period	Batch	Balance Type	Total Entered		Control Total
				Debit	Credit	
<input type="checkbox"/>	JUL_03_FY	7/15 transfer 101 Payables 1	Actual	73768.31	73768.31	
<input type="checkbox"/>	JUL_03_FY	AR 1100 Receivables 117839	Actual	5950.50	5950.50	
<input checked="" type="checkbox"/>	JUL_03_FY	AR 1101 Receivables 117927	Actual	23873.00	23873.00	
<input type="checkbox"/>	JUL_03_FY	AR 1102 Receivables 117933	Actual	1200.00	1200.00	
<input checked="" type="checkbox"/>	JUL_03_FY	CJE: Budgetary 112192: A	Actual	132.00	132.00	
<input type="checkbox"/>	JUL_03_FY	CJE: Budgetary 121595: A	Actual	2.00	2.00	
<input checked="" type="checkbox"/>	JUL_03_FY	TRAVEL 121785: A 142	Actual	764.98	764.98	
<input checked="" type="checkbox"/>	JUL_03_FY	TRAVEL 121785: A 149	Actual			
<input checked="" type="checkbox"/>	JUL_03_FY	TRAVEL 121785: A 157	Actual			

Batch Information
Post Status: **Postable**
Batch Status: **Passed funds reservation**

Note
Your Posting concurrent request ID is 121849.

Page 66

You can post any of the available batches by selecting the checkbox next to the Batch then clicking on the **Post** button.

Posting Journals

Purpose

The purpose of this document is to describe how to post journal batches through the **Post Journals** window. This document does not describe how to post journal batches through the autopost program or through the Review Journal or Review Batch windows.

NIHMM Period Maintenance

N > GL Close Process > Journals > Post

Find Journal Batches



1. Enter your search criteria and select **Find**

Note: If you want to find all unposted journals, leave all fields blank.

Result: The **Post Journals** window is displayed.

Post Journals (NIH)

	Period	Batch	Balance Type	Total Entered		Control Total
				Debit	Credit	
<input type="checkbox"/>	OCT_03_FY	Treasury Payables 114737: A	Actual	444.00	444.00	
<input type="checkbox"/>	OCT_03_FY	Treasury Payables 114739: A	Actual	444.00	444.00	
<input type="checkbox"/>	OCT_03_FY	Treasury Payables 114743: A	Actual	38500.00	38500.00	
<input type="checkbox"/>	OCT_03_FY	Treasury Payables 114745: A	Actual	38500.00	38500.00	
<input type="checkbox"/>	OCT_03_FY	Treasury Payables 114747: A	Actual	38500.00	38500.00	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Batch Information

Post Status: **Postable** Period Status: **Open**

Batch Status: **Requires funds reservation**

2. Enable the checkbox in front of the batches that you want to post.

Example: Below is a sample window.

PostJournals (NIH)

	Period	Batch	Balance Type	Total Entered		Control Total
				Debit	Credit	
<input checked="" type="checkbox"/>	OCT_03_FY	Treasury Payables 114737: A	Actual	444.00	444.00	
<input checked="" type="checkbox"/>	OCT_03_FY	Treasury Payables 114739: A	Actual	444.00	444.00	
<input checked="" type="checkbox"/>	OCT_03_FY	Treasury Payables 114743: A	Actual	38500.00	38500.00	
<input checked="" type="checkbox"/>	OCT_03_FY	Treasury Payables 114745: A	Actual	38500.00	38500.00	
<input checked="" type="checkbox"/>	OCT_03_FY	Treasury Payables 114747: A	Actual	38500.00	38500.00	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Batch Information

Post Status: **Postable** Period Status: **Open**

Batch Status: **Requires funds reservation**

3. Select the **Post** button.

Result: A confirmation note with the concurrent request number is displayed.



4. Select the **OK** button.

Result: The **Find Journal Batches** window is displayed.

Find Journal Batches

Period Balance Type **Any**

Batch

Total

Entered Debit

Entered Credit

Control

End of activity.

Closing General Ledger



Closing General Ledger

- Once you have ensured that all journals have been posted or will be transferred to the next month, close the GL period.
- Locate the period that you would like to close and update the **Status** to **Closed**.
- Save your changes.

5. Close General Ledger

Status	Period	Number	Fiscal Year	From Date	To Date
Future - Entry	NOV_04_FY-05	3	2005	01-NOV-2004	30-NOV-2004
Future - Entry	OCT_04_FY-05	2	2005	01-OCT-2004	31-OCT-2004
Future - Entry	OCT01_04_FY-05	1	2005	01-OCT-2004	01-OCT-2004
Future - Entry	SEP30_04_FY-04	14	2004	30-SEP-2004	30-SEP-2004
Future - Entry	SEP_04_FY-04	13	2004	01-SEP-2004	30-SEP-2004
Future - Entry	AUG_04_FY-04	12	2004	01-AUG-2004	31-AUG-2004
Future - Entry	JUL_04_FY-04	11	2004	01-JUL-2004	31-JUL-2004
Future - Entry	JUN_04_FY-04	10	2004	01-JUN-2004	30-JUN-2004
Future - Entry	MAY_04_FY-04	9	2004	01-MAY-2004	31-MAY-2004

Opening and Closing General Ledger Periods

NIHMM Period Maintenance

N > GL Close Process > Open/Close

Open and Close Periods

Status	Period	Number	Fiscal Year	From Date	To Date
Future - Entry	NOV_04_FY-05	3	2005	01-NOV-2004	30-NOV-2004
Future - Entry	OCT_04_FY-05	2	2005	01-OCT-2004	31-OCT-2004
Future - Entry	OCT01_04_FY-05	1	2005	01-OCT-2004	01-OCT-2004
Future - Entry	SEP30_04_FY-04	14	2004	30-SEP-2004	30-SEP-2004
Future - Entry	SEP_04_FY-04	13	2004	01-SEP-2004	30-SEP-2004
Future - Entry	AUG_04_FY-04	12	2004	01-AUG-2004	31-AUG-2004
Future - Entry	JUL_04_FY-04	11	2004	01-JUL-2004	31-JUL-2004
Future - Entry	JUN_04_FY-04	10	2004	01-JUN-2004	30-JUN-2004
Future - Entry	MAY_04_FY-04	9	2004	01-MAY-2004	31-MAY-2004

1. Review the period changes to be made.

If you would like to open the next period, goto task #2. Otherwise, goto task #3.

2. Select the **Open Next Period** button.

Goto task #5.

3. Place your cursor in the **Status** field of the period you would like to adjust.

4. Select the **LOV** button and select the appropriate status for that period.


Note: The following describes the various period statuses.

Status	Description
Open	Journal entry and posting are allowed.
Future	This period is not yet open, but you can enter transactions in this period. However, you cannot post in this period until you open it.
Closed	Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened.
Permanently Close	Similar to Closed, does not allow you to reopen. Important: Do not use this status.


5. Save your work.


End of activity.

Verify DW Transfer

 nbrss <small>NATIONAL INSTITUTE OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	<h3>Verify DW Transfer</h3>
<ul style="list-style-type: none">➤ Once you have closed the GL Period, contact the NMC so that they can verify that all information has transferred to the DW properly.➤ Once the NMC has confirmed the transfer, they will let OFM know.	
<div>Page 68</div>	


Notifying DW of Close

 nbrss <small>NATIONAL INSTITUTE OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	<h3>Notifying DW of Close</h3>	
<ul style="list-style-type: none">➤ Once the GL period has been closed and the NMC has confirmed that all data has been transferred to the DW, contact the DW team to inform them of the close.➤ At that point, the DW team will perform the tasks required to ensure all data is properly prepared for the generation of monthly and quarterly reports.		<div data-bbox="1057 411 1403 485">7. Notify DW of Close</div>
		Page 69

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Practice Lab

Lab Time



Page 70

Lesson Summary



Lesson Summary

In this lesson you learned:

- The process of opening and closing of periods
- How to open periods
- How close periods

